



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

Employment Opportunity

Position Title: TPU Projects Coordinator
Location: Grand Council Treaty #3 Administrative Office, Kenora, ON
Closing Date: September 7th, 2020
Salary: Negotiable

JOB OVERVIEW

Reporting to the Territorial Planning Unit Director, the Grand Council "Projects Coordinator" supports the work of the Grand Council Territorial Planning Unit and assists the TPU Director's Office of Grand Council Administrative Corporate Services.

RESPONSIBILITIES

- Assists the TPU Director with duties in the development of TPU Programs
- Organize and attend meetings involving governmental senior executives or with members of Grand Council Treaty #3 as requested by TPU Director
- Assists and administers regular and electronic mail for TPU office and provides general details when required, to ensure proper action is taken on all incoming mail if required
- Assist in the planning and organizing of business related presentations for events related to the TPU and Executive office
- Responsible for data entry, work plans and administrative duties for the TPU office
- Review, prepare/edit internal /external correspondence including faxes, memos, emails and funding reports for the TPU office
- Proofreads correspondence, and related material to TPU office
- Provides suggestions on TPU office administrative procedures, following approval by the TPU/Executive Director
- Supervises staff requests related to travel, accommodation or as advised by TPU Director for Grand Council TPU staff
- Create and maintain Personnel Files, assist in recruitment by arranging interviews and making travel arrangements for candidates.
- Administration and communication of the Resource Revenue Sharing agreement for Grand Council Treaty #3 and all other duties as related to the RRS agreement
- Review and collect financial reports, draft agendas and coordinates meetings of the Resource Revenue Sharing file at the guidance of the TPU Director
- Performs any other duties related to the position of TPU projects coordinator as directed by the TPU/Executive Director
- Answer calls and/or relay messages for the TPU/executive office
- Assist in the supervision of Administration staff for the TPU department

Qualification:

- Experience as an Administrative Assistant / Projects Management, or similar field and two (2) years of current experience (gained over the last 5 years)



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

Skills/Abilities:

- Experience as an Administrative Assistant / Projects Management
- Proficient spoken and written English with an understanding of the Anishinaabe language
- Knowledge of Word, Excel, PowerPoint and MS outlook
- Environmental or Business experience is considered an asset
- Punctual, meticulous and reliable with courteous manners to the public
- Excellent written and verbal communication skills that take into consideration the complexity of information and intended audience.
- Excellent analytical and data management skills (including skills relate to development of spreadsheets and data entry to large complex systems).
- Ability to establish and maintain effective, respectful working relationships with GCT3 staff, Treaty #3 First Nations, federal or provincial ministerial staff, and the general public.
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Oluyinka Leigh, Human Resources Manager

Grand Council Treaty #3

P.O Box 1720 Kenora, Ontario P9N 3X7

Fax: 807.548.5041

Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be **contacted**. Submission of criminal record check required prior to offer of employment, **must** have a valid Ontario driver's license and a reliable vehicle.