



<u>Position:</u>	Mississauga Coordinator	<u>Accountability:</u>	Mississauga Nation Coordinators Group
<u>Hours of Work:</u>	32 hours	<u>Employment Status:</u>	Short Term Contract
<u>Approved:</u>	December 20, 2018	<u>Last Updated:</u>	

Mississauga Nationhood is seeking to recruit a qualified and motivated individual for the position of Coordinator. This will be a short-term contract with the possibility of extension. This position will be based at one of the Mississauga Nations and will require travel to other Mississauga Nation Communities, as well as urban Centres in Ontario. (Mississauga Nation consists of Mississauga First Nation, Mississaugas of the New Credit Nation, Hiawatha First Nation, Alderville First Nation, Curve Lake First Nation and Mississaugas of Scugog Island First Nation.)

The Mississauga Coordinator:

- Takes lead in planning, executing, and delivering the Mississauga Nation projects in accordance with specifications.
- Will define Mississauga Nation project requirements and scope.
- Is responsible for acquiring resources for Mississauga Nation projects.
- Provides efficient procurement of project deliverables, effective quality control, and clear communication to stakeholders.
- Coordinates and provides technical & administrative support for the Chiefs/Coordinating Committee.
- Prepares briefing notes for meetings, workshops and overall distribution for member nations.
- Coordinates logistics for the Mississauga Chiefs activities: meetings, seminars, workshops, special projects, and events, etc.
- Shall maintain a high level of confidentiality in all interactions.
- Prepares position papers, reports, and research on emerging issues of Mississauga Nationhood.
- Prepares annual work plans and budgets for the Coordinating Group and ensures that reports are completed on-time.

The Mississauga Coordinator will possess the following qualifications, skills, experiences, and attributes:

- Post-secondary degree in related field, e.g. Public Administration, Business Administration, Political Science, Native Studies; and/or three to five years related work experience.
 - Working knowledge of Anishinabek First Nation communities.
 - Demonstrated success in project delivery and execution of project management methods.
 - Knowledge of the Principles of Anishinaabe Nation Building.
 - Knowledge of the concept of self-government.
 - Knowledge of Mississauga Nations traditions, customs, and history.
 - Demonstrated self-motivation and the ability to work independently.
- Achieve results with limited supervision.
- Excellent research and analytical skills.
 - Excellent oral and written communication skills.
 - Presentation and facilitation skills; ability to lead and conduct meetings.
 - Highly effective negotiation, diplomatic, and conflict resolution skills.
 - Proposal writing & follow-up reporting skills.
 - Proactive, responsive, and strategic thinking skills.

- Competent in modern office software, including Microsoft Office.
- Proficient in the use of modern technology.
- Able to provide a Criminal Records Check from the Canadian Police Information Centre (CPIC).
- A valid class “G” driver’s license in good standing & availability to travel.
- Anishinaabemowin a definite asset.
- Preference will be given to citizens of Mississauga Nations, or people of First Nations ancestry.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attn: Sheila Niganobe
Marked: **CONFIDENTIAL**
EMAIL: sheilaniganobe@mississaugi.com **FAX:** 705-356-1740
Deadline: Tuesday, January 8, 2019

Thank you to all applicants; however, only those selected for an interview will be contacted.