The Mississaugas of the Credit First Nation is accepting applications for the full-time contract position of Major Projects Coordinator.

Closing Date: November 18, 2021 @ 12:00 PM

Job Summary:

The Major Projects Coordinator works with relevant Mississaugas of the Credit departments/Council to lead engagement on major projects that are occurring within our territory. Further, the Major Projects Coordinator will support MCFN in developing the Major Projects Department.

Major projects are those that require significant engagement efforts from MCFN departments and leadership and have advanced to include economic discussions. MCFN is currently engaged in a number of major projects which are at varying stages of early development. The major projects include but are not limited to: Waterfront Toronto’s revitalization of the Toronto Waterfront; Ontario’s plan to redevelop Ontario Place; the Downsview redevelopment; the Canadian National Railway’s Milton Logistics Hub and Parks Canada projects.

Education and Experience

- Grade 12 diploma or equivalent and relevant training, and/or certification in project management.
- 5 years’ experience working in project management or a related position, preferably with a First Nation government or organization.

Required Knowledge/Skills/Abilities

- Excellent leadership skills and ability to work as a member of a diverse team, where relationships are developed and maintained.
- Ability to research and analyze complex information and think critically to devise strategies and plans.
- Innovative and creative thinker, with ability to anticipate outcomes, think ahead, and solve problems.
- Ability to develop budgets and track spending.
- Excellent verbal and written communication skills.
- Ability to discuss, negotiate, and arrive at consensus-based decisions.
- Ability to work in a fast-paced environment and balance competing priorities.
- Willingness to travel within the Greater Toronto Area on short notice.
- Computer skills including specific knowledge of Microsoft and Mac operating systems and software.
- Knowledge of virtual meeting programs, including Zoom.
- Basic knowledge of Aboriginal rights, treaty rights, and First Nations historical, political, and legal issues.

Assets

- Familiarity with MCFN history, community, and governance structures and procedures.

Other Requirements

- Clean Criminal Reference Check/Vulnerable Sector Screening.
- Valid G Class Driver’s License and reliable vehicle.
- Safe Food Handler’s Certificate or the willingness to obtain one.

Salary: $47,641.50 - $67,837.50

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment related, to:

The Mississaugas of the Credit First Nation  
Attention: Personnel Committee  
2789 Mississauga Road  
Hagersville, ON  
NOA 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Administration Building or by email at: stephanie.laforme@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.