



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for one full time permanent position and one 15 month contract of
Major Projects – Project Lead
Closing Date: September 28, 2023 @ 12:00PM

Job Summary:

The Major Projects unit is comprised of a team that is focused on advancing MCFN's engagement and participation in projects that are occurring within MCFN's territory, with a primary focus on major infrastructure and development projects. Current projects include, but are not limited to: The Waterfront Toronto Revitalization, Ontario Place Redevelopment, id8 Downsview, The Canadian National Railway's Milton Logistics Hub, Parks Canada Initiatives, etc.

These projects require significant engagement efforts from MCFN departments and leadership and are those that have the potential for cultural, economic, and/or other opportunities. As such, the project manager is responsible for advancing MCFN's interests in regard to specific project file(s), as assigned by the Major Projects Manager. The incumbent will facilitate MCFN's streamlined and effective engagement with government, proponents, contractors and/or other stakeholders in a process that aims to ensure MCFN recognition, representation and participation throughout the assigned project(s).

Education and Experience

- Post-secondary diploma in project management, operations management, business administration or equivalent and relevant training;
- 2+ years of related experience working with a First Nation government or organization.

Required Knowledge/Skills/Abilities

- Ability to develop and maintain professional relationships;
- Ability to research and analyze complex information and think critically to devise strategies and plans;
- Ability to manage large, complex, multi-stakeholder projects;
- Ability to develop budgets and track revenues and expenses;
- Excellent verbal and written communication skills;
- Ability to work well under pressure and meet tight deadlines;
- Strong organizational skills;
- Ability to maintain a high degree of confidentiality;
- Willingness to take direction, guidance and supervision;
- Willingness to travel within MCFN Territory on short notice;
- Computer skills including specific knowledge of Windows operating systems and software, including Microsoft (Excel, Word, Outlook);
- Knowledge of virtual meeting programs, including Microsoft Teams, WebEx, Zoom;
- Knowledge of Indigenous procurement processes;
- Knowledge of land and real estate development;
- Strong knowledge and understanding of MCFN history, community, and governance structures and procedures.
- Strong knowledge of Aboriginal rights, treaty rights, and First Nations historical, political, and legal issues.

Assets

- PMP Certification

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: Dependent on Qualifications

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
N0A 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.