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**EMPLOYMENT OPPORTUNITY
RESEARCH & DATA MANAGEMENT – AREA LEAD
First Nation Regional Information Governance Centre Project**

Seven (7) positions available in various locations in Ontario. (Northwestern Ontario, Remote Northwest, Remote Northeast, Thunder Bay, Eastern Ontario, and Central Locations)

The Chiefs of Ontario (COO) are seeking dynamic individuals to fill the positions of Area Lead's. In this role, you will work within the Research and Data Management sector at the Chiefs of Ontario and participating with First Nations leadership and communities. The Area Lead is responsible for fostering positive relationships, enhancing the Chiefs of Ontario's reputation, and ensuring that the work aligns and incorporates the needs and interests of the First Nations. The First Nations Regional Information Governance Centre (RIGC) Project is hosted by the Chiefs of Ontario.

This position reports to the Implementation Manager and has overall accountability to the Director of Research and Data Management.

LOCATION:

Virtual office working from home. Travel within Ontario to the COO office in Toronto or communities is required (pandemic restrictions permitting).

DUTIES & RESPONSIBILITIES:

Working with the team the Area Lead will create and present a variety of communications products. These may include tools such as infographics, reports, briefing notes, slide decks, videos, social media posts, and other data visualization materials.

- Work with First Nations Councils
- Develop an understanding of First Nations in the area and will be responsible in working with the communities to determine priorities and best approach
- Support engagement by implementing workshops, presentations and conduct focus groups, etc..
- Provide updates with the RIGC Project team.
- Draft reports from workshops, focus groups and presentations to be rolled up into a major Ontario report for Leadership
- Administrative duties related to community outreach such as coordinating meetings, preparing minutes, agendas, briefing materials, and other supporting materials as needed.
- Assist with presentations at First Nations events, such as Leadership meetings, PTO/IFN meetings, or Leadership Assemblies.
- Participate in training sessions

REQUIRED EXPERIENCE, SKILLS AND PROFESSIONAL KNOWLEDGE:

Education & Experience:

- Minimum post-secondary degree in a related field (communications, public relations) or College Diploma in community development.
- Experience working with First Nation communities or organizations.
- Knowledge and awareness of First Nation community engagement, ways of learning, communications protocols, cultures, and values.
- Experience in conducting and, facilitating meetings/ group discussions and preparing summary reports.

Relevant Skills:

- Relationship building and management skills, including excellent listening, verbal, written and interpersonal communication skills.
- Experience facilitating conversations and presentations.
- Proficiency developing communications materials in MS Word, Excel and PowerPoint
- Knowledge of First Nation traditions, cultures and values; history and relationships.
- Professional integrity and the ability to maintain confidentiality are essential
- Excellent communication skills, including written and verbal
- Time management, organization and planning skills
- Project Management

Professional characteristics:

- Organized, able to work independently AND as a member of a team.
- Trustworthy, reliable, and maintain confidentiality.
- Capacity to work from home in a virtual environment.
- First Nation ancestry/language use and understanding an asset.
- Knowledge of First Nation traditions, cultures and values; understand the history and relationship between First Nations and the Crown is an asset.
- Certified in The Fundamentals of OCAP® or willing to complete certification.

Working conditions:

- Office work and internet use from home.
- Bi-weekly/Weekly travel to conduct in person outreach to First Nations.
- Extensive telephone and/or virtual communication with communities, community members, and team.

BENEFITS:

- Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service

- Ten (10) Days of Paid Sick Leave per Year
- Five (5) Days of Personal Time per Year
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

Duration: ASAP - March 31, 2027, on a full-time contract basis based on work performance and funding. COO offers an attractive benefit package and retirement savings plan, extended Christmas Holiday break, and competitive salaries.

Deadline: Open until filled.

Send letter of application, resume and include two professional references marked confidential to:

Ashley Nardella, Human Resources
opportunities@coo.org

Successful candidate must be eligible to work in Canada.

Interviews will be held on Microsoft Teams. While we appreciate all applications, only those candidates short-listed for an interview will be contacted.