

Community Resource Coordinator

Contract for Services (September 2021 – January 2022)

Under the direction of the Director of Education, the Community Resource Coordinator will be the lead for the NFN Community Profile Book project in partnership with the Kinooaadziwin Education Body (KEB) and will be responsible to collect and gather information and photographs to promote a greater understanding of NFN. The Community Resource Coordinator will work remotely and on-site for a total of 15 hours per week over 13 weeks.

QUALIFICATIONS:

- Must be a registered Nipissing First Nation member.
- Must have a post-secondary education.
- Must have demonstrated computer literacy and proficiency in computer applications such as Windows, Microsoft Office 365 and familiarity with using internet.
- Must be knowledgeable in basic research methods and sources.
- Must have good public relation skills and have a positive, cheerful, and informed approach with the public.
- Must be self-directed and able to maintain a work schedule with minimal supervision.
- Must have a valid driver's licence and access to a vehicle.
- Must have access to a laptop to work remotely and on-site.
- Ability to speak, write and understand Nipissing Nishinaabemwin would be considered a definite asset.

REQUIRED SKILLS:

- Effective verbal and written communication skills.
- Proven ability to create and make public presentations.
- Ability to establish and maintain effective relationships, particularly with community partners.
- Displays a strong sense of initiative and ability to follow through on assignments.

DUTIES & RESPONSIBILITIES:

- Promotion of project within the community, welcoming community participation and providing updates through regular reports to administration, leadership, and any other relevant groups to the project.
- Collecting, transcribing, and cataloguing existing stories and research, including community history, artifacts, stories, cultural practices, data, and resources.
- Gathering data using appropriate community resources, archives, local departments, groups, and people and adhering to the NFN Research Policy.
- Taking photos and/or finding photos and images to include in the books and obtaining permissions for photos and stories.
- Working with the Community Profile Books Project Coordinator at KEB to write drafts for the pieces that will be included in the book.
- Reporting to the Director of Education weekly.

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The successful candidate must provide a current CPIC prior to employment.

CLOSING: Friday, September 24th, 2021 at 4:30 p.m. Qualified individuals are invited to submit a cover letter, resume, and three references to:

Kyesha Fong, Human Resources Administrative Assistant
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC