

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757

EMPLOYMENT OPPORTUNITY

Community Coordinator

One Year Contract

Must be a member of Serpent River First Nation

Nisoonag Partnership: Serpent River First Nation/Mississauga First Nation/Sagamok First Nation

“Bringing Home Our Children - Spanish Schools Inquiry and Truth Commission”



Position Summary:

The Nisoonag Partnership is undertaking a Residential School Survivor Project to establish protocols for searches and remains for the Spanish Schools and find unmarked remains and uncover the truth. To support this project, the Nisoonag Partnership is looking for a community coordinator in each community to assist with this important initiative with Survivors.

Position Duties

- Distributing notices for meetings, interviews, ceremonies, and other events.
- Contacting Survivors and others to inform them about upcoming activities.
- Arranging catering and booking venues.
- Helping where needed during community events.
- Distributing event posters and other materials.
- Performing other relevant duties when needed.

Qualifications

- Highly organized with ability to multitask and manage personal workload effectively.
- Experience with coordinating and scheduling.
- Technologically savvy to support Survivors if they need assistance with virtual meetings.

- Member of Serpent River First Nation
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Must provide a clear CPIC with Vulnerable Sector Check
- Must share on-call schedule during holiday hours
- First Aid and CPR Certification
- Good organizational skills.
- WHMIS certification or ability to obtain within the first three months of employment.
- Developed interpersonal skills and the ability to effectively work with the general public management and employees.
- Proficiency with word processing, spreadsheet computer software and other related softwares.
- Have a sound knowledge of the operation of office equipment
- Must provide proof of COVID vaccination (two doses)
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
- Knowledge of Ojibway culture
- Knowledge of the 7 grandfather teachings

Interested applicants **MUST** submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources
 195 Village Road, Cutler Ontario, P0P 1B0
 Fax: 705-844-2757
 Email: hr.jobs@serpentriverfn.com
 By: OPEN UNTIL FILLED

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Indigenous applicants.

**Detailed Job Description is available upon request*