



INTERNAL/TREATY 3 COMMUNITY POSTING ONLY

Position: Investment Coordinator
Salary: \$60,000
Location: Kenora, ON
Closing Date: August 13, 2025

Job Overview:

The Investment Coordinator will provide a broad range of technical advice to the Treaty 3 Investment Group but will also support the Economic Unit.

Duties and Responsibilities:

- Prepare briefings, talking points and business plans in support of business and industry engagement.
- Research the development of a Treaty #3 retirement savings plan
- Support coordination of the current and future investment opportunities
- Engage with 28 Treaty #3 communities on the T3 RSP
- Present recommendations for economic opportunities
- Ensure goals and project timelines are being met.
- Structure presentations, documentation, request for proposal responses, etc.
- Organizes and attend meetings to present general information on the planned events
- Represent Grand Council Treaty 3 and the T3IG at meetings, workshops, and conferences and / or as directed by an immediate supervisor
- Collaborate with partners across functions including strategy, business, analytics, digital, product management, and technology.
- Use both quantitative and qualitative insights to support your recommendation..
- Builds and maintains relationships with Treaty 3 communities, Federal and Provincial Ministries and other organizations in Treaty 3 to stimulate information sharing and collaboration.
- Prepares briefing notes, presentations and reports on policy initiatives and develops tools to assist GCT3 leadership with decision-making
- Works alongside Grand Council Treaty #3 Economic Chiefs on Economic issues in the Treaty #3 Territory.
- Assist in the day-to-day administration of the Economic Unit.
- Other duties as assigned.

Qualifications:

- Secondary School Diploma required
- Degree in marketing, communications or related field preferred
- Experience working in community outreach or community engagement considered an asset.

Preferred Skills:

- Excellent written and verbal communication skills that take into consideration the complexity of information and intended audience.
- Ability to establish and maintain effective, respectful working relationships with GCT3 staff, Treaty #3 First Nations, federal or provincial ministerial staff, and the general public.
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.
- Ability to manage team workloads
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).

Working Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check and child welfare check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and Repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of::

Human Resources Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.