



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

Employment Opportunity

Position: Virtual Trapping Program Coordinator
Duration: Until Dec. 31, 2021 with possible extension
Start Date: As soon as possible
Salary: \$23.66 per hour
Location: Grand Council Treaty #3 Administration Office, Kenora ON
Deadline: Open Until filled

At the direction of the Trapping & Wildlife Officer, the Virtual Trapping Program Coordinator will be responsible for the planning and delivery of the Grand Council Treaty #3 Virtual Trapping Program. This will include working with Grand Council Treaty #3 staff and Treaty #3 communities in order to promote the training program and provide delivery upon registration, as well liaise with instructors to ensure delivery of program curriculum.

- Producing & gathering of available trapping videos, PowerPoint presentation and work with instructors to develop curriculum.
- Coordinate Zoom meetings and provide monthly updates to the committee to ensure success.
- Promote & market the program to the First Nations we are targeting.
- Monitor budget and administer payments for supplies, participants, and Elders.
- Work with Shooniyaa Wa-Biitong to gather participant information & forms.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3

Qualifications:

- One (1) year Project Coordinator experience.
- Knowledge for Treaty #3 First Nations and trapping an asset.

Preference will be given to those applicants with:

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.

Skills/ Abilities:

- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- An understanding of the Anishinaabe language, culture and traditions.
- Ability to work with all levels of employees and departments.
- Communicate effectively and diplomatically orally and in writing.
- Fluency in First Nations language considered an asset.
- Proven skill to format and draft correspondence, forms, and reports.

- Ability to work under pressure, meet deadlines, organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.

Employment Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector 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:

Oluyinka Leigh, Human Resource Manager

Grand Council Treaty #3
P.O Box 1720 Kenora, ON
P9N 3X7
Fax: 807-548-5041
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.