



"Working Together"

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Whitefish
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First Nation
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Sagamok
Anishnawbek
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Serpent River
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Mississauga
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Thessalon
First Nation
W *
Garden River
First Nation
E *
Batchewana
First Nation
N *

**The
North
Shore
Tribal
Council**

HEAD OFFICE:
P.O. Box 28
Hwy. 17 East
Cutler, Ontario
POB 1B0

Tel: (705) 844-2340
Fax: (705) 844-2563

HEALTH PROGRAM:
Tel: (705) 844-2021
Fax: (705) 844-2844

BRANCH OFFICE
P.O. Box 2049
1 Industrial Park Rd., E.
Blind River, Ontario
POB 1B0

Tel: (705) 356-1691
Fax: (705) 356-1090

Mamaweswen, The North Shore Tribal Council
EMPLOYMENT OPPORTUNITY
Comprehensive Community Plan Regional Coordinator
(Full-Time Contract)

Mamaweswen, The North Shore Tribal Council invites applications for Comprehensive Community Plan (CCP) Regional Coordinator to work out of the Head Office in Cutler, Ontario. The Regional Coordinator will report directly to the Economic Development Program Manager.

Purpose

Under the supervision of the Economic Development Program Manager and working in collaboration with the member First Nations communities, the CCP Regional Coordinator will provide technical support for the maintenance, planning and development of the Comprehensive Community Plan Projects.

Job Responsibilities

- Raise planning awareness in community planning and foster support from leadership as well as community members.
- Develop community involvement/engagement plan with Consultant and Economic Development unit to ensure meaningful community involvement and awareness is sustained throughout plan development and implementation.
- Coordinate and meet regularly with the Planning Working Group to act as connection to all community members and to assist in developing the content of the plan.
- Meet regularly with member First Nations to update on the plan and to ensure the project ideas and priorities are incorporated into the plan.
- Maintain regular contact with member First Nations communities, Chief & Council and Consultant.

Other Duties

- Ensure effective and efficient coordination of successful contract/proposal development negotiations.
- Review and analyze all proposed changes to the community comprehensive plan including budget.
- Prepare and oversee the preparation of reports, briefing notes, correspondence, etc.
- Coordinate and respond to enquiries within area of responsibility.
- Undertake other tasks as assigned.

Qualifications and Experience

1. A bachelor's degree in economic, business administration, commerce or public administration and/or college diploma in economic development with specialization in community planning with minimum of 3 to 5 years work experience in project management and planning.
2. Demonstrated understanding of data collection and analysis, policy development and project planning.
3. Knowledge of trends and issues relating in comprehensive community planning and related capacity building initiatives.
4. Knowledge of federal regulations, especially those covering the Department of Indian and Northern Affairs.
5. Knowledge in financial administration.

6. Familiar and direct experience working with First Nation/Native peoples and non-profit Organizations. As well, knowledge of current First Nations cultural, political and business environments.
7. Excellent written and verbal communication skills with the ability to communicate to a variety of community, technical and senior audiences.
8. Strong facilitation, coordination and planning skills including the ability to define project scope and project requirements.
9. High degree of proficiency in computer software applications such as Windows XP, Excel, and PowerPoint is mandatory.
10. Must have a valid Driver's license, access to a vehicle and ability to travel are requisites.
11. Ability to speak Ojibwe will be considered an asset.

Application Deadline: No later than 4:00 p.m. on March 19, 2010

Send letter of application, resume, three (3) letters of references and current CPIC, along with all copies of Degrees, Diplomas and/or Certificates to:

Norma Diamond, Chief Executive Officer
Mamaweswen, The North Shore Tribal Council
Box 28, Cutler, ON P0P 1B0
Phone: (705) 844-2340 Fax: (705) 844-2563
Website: www.mamaweswen.ca

A full job description is available upon request

Only those who qualify for an interview will be contacted

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