



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EMPLOYMENT OPPORTUNITY

Project Coordinator

Department: Native Child Welfare
Program: Home Renovation Pilot Project
Reports To: Family Services Supervisor
Type of Employment: Two (2) Year Term Contract
Wage: (\$33.30 - \$41.40)
Hours of Work: 37.5 hours per week

Closing Date: Friday, March 7, 2025 4:00 pm EST

The Project Coordinator is the primary point-person responsible for planning, executing, and delivering the Home Renovations Pilot Project in time, within budget and in accordance with specifications. This position is responsible to ensure that all applications and reporting requirements are met, and that compliance is maintained in accordance with the project objectives and all pertinent government legislation and/or Acts. The Project Coordinator is a contractual position to last the duration of the home Renovation Pilot Project. The duration of the project is 2 years.

Qualifications:

- Post-secondary education in a related field OR certification in relatable project management or construction trades.
- 3-5 years proven hands-on experience in construction or maintenance position
- Working knowledge of current construction materials, techniques and methodology
- Previous experience working with First Nations
- Proficient in computer software programs such as Microsoft Office
- Experience in financial management, budgeting and reporting
- Time Management, planning and organization skills
- Knowledge of various legislation, policies and procedures, including the Indian Act, Canada Labour Code, Worker Health and Safety, Water Protections, Risk Management
- Knowledge of the culture, values and traditions of the Chippewas of Nawash Unceded First Nation
- Some inspection experience
- Valid Ontario G driver's licence
- Access to reliable vehicle for work related purposes
- Current criminal background and Vulnerable Sector Check

Equivalencies that include a combination of education and experience may be considered.

How to Apply

Submit cover letter and resume addressing qualifications outlined

Drop off or mail to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job description, please visit our website <https://www.nawash.ca/employment-opportunities/> or by call the Band Office at 519.534.1689

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- **All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and CNUFN Band Members with correspondence in regards to the status of their application/candidacy**
- **Preference will be given to CNUFN Band Members and those of Aboriginal decent who identify at time of application**
- **While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated**
- **Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer**