



Governance Coordinator

Job Description

PURPOSE:

To provide technical assistance and coordination support on the development of the Mitaanjigamiing Governance Codes, related policies, identification of future capacity building needs and implementation plan. Activities will involve research, community engagement, and technical writing. The Governance Coordinator shall also work with and organize meetings of the Governance Committee of Mitaanjigamiing First Nation.

ACCOUNTABILITY:

The Governance Coordinator will report directly to the First Nation Manager. The Governance Coordinator is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigamiing First Nation. To attend staff meetings and relevant training and workshops.

DUTIES:

- To act as a key contact for the Governance Project Consultant hired by the First Nation
- Conduct research and report findings, following collection and review of existing literature and initiatives on Governance roles, responsibilities and policy practices as well as identification of related training opportunities;
- Coordinate, prepare and document meetings of the Governance Committee and Governance-related Community meetings;
- Prepare work plan, regular progress reports and communication materials in accordance with the project work plan;
- Preparation, facilitation and documentation of community consultation activity;
- Writing of the Governance Code and other project deliverables;
- Ensures “Terms of Reference” for all committees are relevant, updated, and approved accordingly; and;
- Assist in the Development Engagement and Communications Strategy
- Other project related duties.

QUALIFICATIONS:

- Must have Grade 12
- Computer literate
- Good communication skills, oral and written
- Demonstrated interest and understanding of First Nation governance issues and current developments
- Demonstrated ability to communicate effectively with a broad range of people including community members, government officials, other First Nations and professional resources
- Demonstrated understanding of First Nation's culture and values
- Experience working with aboriginal organizations or First Nation an asset
- Ability to work as an effective team member
- Positive attitude and capacity to act as a healthy lifestyle role model
- Ability to speak and understand Ojibway would be an asset
- Ability to travel and attend training relevant to the position

TERMS AND CONDITIONS:

- Must provide a criminal reference check that is satisfactory to the Mitaanjigamiing First Nation;
- Must have a valid Driver's License and/or access to a vehicle;
- Work evenings and weekends in order to meet the needs and times of all community members.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.