

Abinoojii Inakonigewin Project Manager

(Treaty #3 Child Care Law)

7 Month Contract (possibility of extension)

Salary based on \$80 000.00 per year.

GENERAL DESCRIPTION

The Abinoojii Inakonigewin (A.I.) Project Manager is a full-time term position which will work collaboratively with Weechi-it-te-win Family Services, its' affiliated First Nations, and other key stakeholders.

The Abinoojii Inakonigewin Project Manager must be passionate about system change that is congruent with First Nation jurisdiction and the overall vision of Weechi-it-te-win Family Services. The Abinoojii Inakonigewin Project Manager must be knowledgeable of our Anishinaabe communities, culture, child rearing practices and the child and family service system.

The Abinoojii Inakonigewin Project Manager will provide technical support and advice, engagement coordination, will conduct research, write various communique's, briefings, and reports. This position must have excellent written and verbal communication skills and must be able to manage a budget and workplan.

RESPONSIBILITY

The Abinoojii Inakonigewin Project Manager will report to the Director of Nanaandawewenin of Weechi-it-te-win Family Services.

DUTIES

1.0 General Duties

- 1.1 Undertake and coordinate assigned work plan activities and focus on completion of deliverables.
- 1.2 Review, analyze, advise, and draft comprehensive reports, policy, and position documents.
- 1.3 Build and maintain collaborative working relationships with member First Nations and other key sector stakeholders in furtherance of project priorities.



- 1.4 Prepare and / or present project information packages and other educational materials.
- 1.5 Facilitate and coordinate community engagement sessions, focus groups and other meetings with partners and stakeholders.
- 1.6 Provide in-office and community-based technical assistance as it relates to the A.I. project, which may include out of district travel.
- 1.7 Provide advice and technical support in the development of data collection tools, funding models, standards, alternatives to licensing, accountability mechanisms and other Indigenous service system elements.
- 1.8 Understand the implications of new or existing federal or provincial laws, policies, programs, funding, and other initiatives and provide advice as required.
- 1.9 Provide consultation, technical support, and advice to the WFS Advisory Group.
- 1.10 Works with WFS Administration to manage project budget accordingly.
- 1.11 Prepares reports or records for WFS Board and Chiefs.

2.0 Cultural Competencies

- 2.1 Ensure that the relationship protocols of the member First Nations are adhered to in the planning and implementation of all project activities.
- 2.2 Ensure that all project activities are implemented in a manner that is respectful of community customs.
- 2.3 Ensure that the cultural protocols related to the sacred life items at Weechi-it-te-win are adhered to in the planning and implementation of all project activities.

3.0 Knowledge Requirements

- 3.1 Knowledge of the Abinoojii Inakonigewin and the Act respect First Nations, Inuit, and Metis children, youth, and families
- 3.2 Knowledge of the Weechi-it-te-win Family Services Mission, mandate, programs, services.
- 3.3 Experience in facilitating community and stakeholder engagement processes that motivate and inspire meaningful dialogue.
- 3.4 Excellent oral and written communication skills, including writing a range of products for a diverse audience.

4.0 Administrative Duties



Position Description

- 4.1 Adherence to WFS financial policy, procedures, and practices as it relates to all project expenditures.
- 4.2 Manages project budget based on project deliverables and workplan.
- 4.3 Organizes and maintains electronic files of work completed throughout project.
- 4.4 Responsible to prepare funding reports.

5.0 Qualification

- 5.1 University degree in Social Work or Indigenous Studies is preferred; or a Post-Secondary Diploma in a related field with two (2) years' experience working with First Nation communities or organizations.
- 5.2 Knowledge of Treaty #3 communities and culture
- 5.3 Demonstrated facilitation and presentation skills.
- 5.4 Excellent oral and written communication skills.
- 5.5 Strong computer skills with proficiency in Microsoft office and canva
- 5.6 Task oriented with the ability to manage multiple priorities and work in a fast-paced environment.
- 5.7 Proven project management skills
- 5.8 Ability to understand and speak Anishinaabemowin is a definite asset.
- 5.9 Must possess a valid drivers' license and be able to submit a drivers abstract; and can travel.

6.0 Classification

Management