



SPECIAL PROJECTS COORDINATOR

GENERAL DESCRIPTION

The Special Projects Coordinator is a full-time permanent position responsible for the planning, coordination, implementation, and evaluation of special projects, family-oriented events, community activities of Weechi-it-te-win Family Services (WFS). Coordinates and support the Family Well Being workers in the partner First Nation communities and overall community wellness.

The Special Projects Coordinator is responsible for supporting efficient implementation of the Family Well-Being programs at the respective First Nations. The Special Projects Coordinator ensures activities focus on reducing domestic violence, reducing children's involvement in the judicial and child welfare system, and over community wellness.

The Special Projects Coordinator is the primary resource person for First Nation Family Well-Being Workers. The Special Projects Coordinator is responsible for orientation, mentoring and on-site training of First Nation Family Well-Being Workers.

The Special Projects Coordinator is responsible for coordination duties of any special projects and events at an as needed basis.

RESPONSIBILITY

The Special Projects Coordinator reports to the Director of Administration.

QUALIFICATIONS

1. An understanding and appreciation of Anishinaabe cultural beliefs, values, teachings and a commitment to continue a learning process
2. Post-secondary diploma in health, social services or administration
3. 1 year of work experience in the area of service coordination
4. Demonstrated ability to prepare comprehensive narratives and statistical reports
6. Demonstrated ability to develop detailed workplans and budgets.
7. Ability to speak the Anishinaabe language is preferred;
8. Knowledge of the administrative structure and operations of Weechi-it-te-win Family Services, First Nation family structure, and the values, beliefs, customs and traditional cultural practices of 8 First Nation communities.

Applications must include all the following to be considered:

- ✓ Cover Letter – **Signed and Dated**
- ✓ Resume
- ✓ Three References (one must be employment related) along with written permission to contact references.
- Only those selected for an interview will be contacted.
- Immediate Benefits and Pension
- Complete job descriptions available upon request

Salary \$72,604.37 to \$84,937.19

THREE STEP HIRING PROCESS

Step 1 (Internal) – An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2 (Members of 8 First Nation Partners) – Please indicate on cover letter which community you are a member of.

Step 3 – Open to the public

Application must include:

- ✓ Cover Letter – sign and dated
 - ✓ Resume
 - ✓ Three references (one must be employment related) along with written permission to contact references.
 - ✓ Indicate if you are a member of one of our eight affiliated First Nation partner communities.
- Applications submitted without all above required documentation will not be considered
 - Only those selected for an interview will be contacted
 - Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065 Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION

Step 1(Internal) and **Step 2**(First Nation Partner Communities): August 19, 2026 -4:30 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on Aug 20, 2026, and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after Aug 24, 2026.