



## Job Posting – Resource Project Coordinator – KO Research Institute

Thunder Bay, Ontario

Full Time Contract with Anticipated Annual Renewal

May 15, 2017

### Project Coordination

- Respond to First Nation requests by drafting proposals and implement project plans and coordinated activities with community, government and academic stakeholders.
- Research various issues to contribute to briefings and research reports at the communities' request.
- Collaborate with other KO departments and regional partners with a team approach to project delivery and community support.
- Complete community visits to strengthen relationships and identify community priorities.

### Youth Entrepreneurship

- Coordinate Economic Development Officer support, strategic planning and support drafting of proposals. Seek out funding applications.
- Coordinate a network of Youth Entrepreneurs by keeping the website current with resources, linking mentors, facilitating workshops and training.
- Build relationships with young entrepreneurs to refer them to available services.
- Support collaboration with regional business support organizations and partners to improve access to services to remote First Nations.

### Office Coordination

- Serve our First Nations by ensuring the office environment is professional, supportive and friendly to guests.
- Support the coordination of large travel events for all departments as requested.
- Supervise and mentor reception with office supplies, billing, reporting and bookings.
- Coordinate staff and community events.

### Qualifications

- University Degree or Diploma in Business, Aboriginal Studies, Health or Family Services
- Experience facilitating engagement in remote First Nations
- Excellent written and oral communication skills
- Demonstrated experience in coordinating projects with multiple stakeholders and budgets over \$50,000
- Understanding of Entrepreneurship priorities in remote First Nations
- A passion for serving the youth of our KO First Nations
- Ability to speak a dialect of the KO First Nations is an asset
- Outgoing and eager to learn
- Respect for Elder teachings of the Nishnawbe peoples

Please submit a resume and cover letter to [thunderbayreception@knet.ca](mailto:thunderbayreception@knet.ca) before May 31, 2017.