



EMPLOYMENT OPPORTUNITY

Gkendaasoo-gchi-oodenwan/Smart Cities Project Coordinator

6 month contract position (possibility of extension)
Internal/External Posting

Posting Date: July 13, 2018

Closing Date: July 27, 2018 - 3:00 pm

Under the direction of the Band Manager and working collaboratively with our Smart Cities Proposal Team, the Smart Cities Proposal Coordinator will act in a leadership role in assisting the team in completing our final proposal. We are seeking an experienced Coordinator who can manage a project from initiation to completion and work with a diverse team.

<http://biigtigong.com/language/smart-cities-gkendaasoo-gchi-oodenwan/>

Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Coordinate community consultation and education strategies.
- Conduct research and provide summaries, as required.
- Other duties, as required.

Qualifications:

- Related post-secondary education in the area of management.
- Experience with project management practices and tools to create, manage and track project performance.
- Experience with task scheduling and resource assignment.
- Excellent client facing and internal communication skills, including written and presentation skills.
- Organizational skills, including attention to detail and multitasking skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

Please forward a cover letter, resume and three professional references by email to:

recruitment@picriver.com

Incomplete Applications will be screened out

Debi Bouchie, Director of Operations

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