



Sagkeeng Anicinabe

JOB OPPORTUNITY

Sagkeeng Anicinabe Government is looking for a **Project Coordinator**

Reporting to Chief and Council the Project Coordinator is the Liaison between the project team for the Anicinabe School and Chief and Council. The Project Coordinator is responsible for ensuring that the Sagkeeng Anicinabe Government's priorities and objectives are pursued.

DUTIES:

- Ensure that the Sagkeeng Government's needs and interests are being met by:
 - participating as an active member of the Project Management Team and attending all meetings;
 - providing or obtaining Chief and Council's approval for actions by the Project Management Team,
 - Presenting their priorities and objectives at Construction Management meetings and ensuring that appropriate consideration is given to the Chief and Council's concerns in the implementation of the project;
 - working with Human Resources and SETS to develop an inventory of community contractors, trades and labourers to facilitate the employment of Sagkeeng Community Members on the project,
 - working with SETS to take advantage of employment and training programs offered by various departments and agencies that could be used in the project,
 - providing regular and timely reports to Chief and Counsel on the implementation and progress of project and identifying proposed actions that may be taken in support of the project,
 - identifying requirements and opportunities for the participation of Sagkeeng members and organizations in the implementation and progress of the project and developing proposals to ensure opportunities are exploited,
 - coordinating Sagkeeng and other First Nations equipment schedules with the equipment requirements of the general contractor and sub-contractor;
 - Maintaining accurate records and preparing reports on employment and training of Sagkeeng members and other issues throughout the Project presenting the reports in a regular and timely manner,
 - monitor and report on the status of various phases of the project.

QUALIFICATIONS:

- The successful candidate must possess:
 - a Grade XII or greater education,
 - previous involvement in the management/direction of construction projects,
 - a general appreciation of the technology and skills required in the construction of buildings, facilities and surrounding land use,
 - experience with record keeping and writing reports,
 - making presentations to groups
- An equivalent combination of education and experience may be considered.
- Previous experience working in a First Nations Community, preferably, Sagkeeng First Nation;
- Experience at an intermediate level with various Microsoft Office programs;
- Must have a valid Manitoba Driver's licence as well as a reliable vehicle to get to the worksite and other meetings;
- Must be willing to work a flexible work schedule including being able to work evenings/weekends as required;
- Current Vulnerable Sectors check,
- Preference will be given to applicants of Aboriginal / First Nations ancestry with highest preference to members of Sagkeeng First Nation.

**Application deadline:
August 13, 2018**

Applicants MUST submit:

- Cover letter/ résumé
- Current criminal record
- Contact information for 3 work related references

Attention to:

HR Manager
Sagkeeng Government Office
Box 3, Fort Alexander, MB
R0E 0P0

Cover letters and résumés must indicate how the applicant meets the qualifications for the position and can be mailed to the above address or emailed to jobs@sagkeeng.ca, or dropped off at the Sagkeeng Government Office.

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT
ONLY THOSE SELECTED FOR
AN INTERVIEW WILL BE
CONTACTED