
JOB DESCRIPTION

Project Coordinator

Justice Transformation Department

SUMMARY:

The Project Coordinator will be responsible for performing a wide variety of administrative duties to support the Justice Transformation Director in effectively and efficiently managing all deliverables related to the NAN Justice Transformation Portfolio. The project coordinator will lead the Wiichitowin Project, which will work with NAN First Nations on exploring traditional justice models, review implementation and support Justice Transformation work.

DUTIES AND RESPONSIBILITIES:

Administrative Duties:

- Provide administrative and coordination support for the project
- Develop meeting materials and agendas for the Justice Department
- Coordinate and implement deliverables related to the Wiichitowin project alongside research assistant
- Assists in planning and ensuring work is completed in an appropriate and culturally relevant manor
- Promotes research capacity building among communities and community-based organizations
- Plans, implements, and maintains data collection and analysis systems
- Facilitates and encourages participation in community engagement sessions
- Ensures efficient operation of research and data collection activities
- Type briefing papers, recommendations and perspectives from the Justice Department, activities and issues; respond to general email inquiries, or refer to other staff as appropriate.
- Coordinate the logistical aspects of meetings, special projects, and events.
- Complete expense reports, purchase orders, travel orders and other duties.
- Prepare presentations.

Project Coordination and Support:

- Research issues and historic practices in terms of First Nation community justice
- Summarize relevant literature and evidence and present findings to the Justice Department
- Work closely with each participant community to explore traditional law delivery models and enforcement.
- Support communities with creating individual justice plans with assistance from the project team.
- Assist in completing a final report that will outline common themes and that will set the pillar framework for the community justice plans
- Assist Justice Department with ongoing projects and other duties as required
- Work with portfolio and department staff to promote, assist with planning and execute events and related projects.
- Develop and maintain a cooperative working relationship with NAN First Nations and Tribal Councils, affiliated First Nations organizations as well as government offices.

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- Provide support and effectively exchange information with internal and external contacts such as First Nations, regional and national aboriginal organizations, relevant government agencies, external organizations and businesses to promote partnerships to strategically advance the organizations initiatives.
 - To assume responsibility for project implementation, committee participation or special assignment or other events and preparation of agendas and required information materials.
 - To draft routine correspondence, briefing notes, memorandums, reports and proposals as requested;
 - Perform other related duties as assigned from time to time.

ACCOUNTABILITY:

The Project Coordinator is under the supervision of the Director of Justice Transformation with overall accountability to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

Candidates must possess the following skills and attributes:

The position demands a high degree of organization, multi-tasking and priority setting skills in a fast-paced political atmosphere. The education and background skills expectations are as follows:

- Diploma or Bachelor's degree relevant to project and administrative coordination (or equivalent job experience).
- Minimum three years experience in the Office Administration or project coordination role.
- Demonstrated experience and understanding of project coordination
- Ability to work, and to maintain positive working relations, with First Nation communities and organization, including various government agencies and non-governmental organizations.
- Excellent oral and written communication and time management skills.
- Strong computer skills with expertise in Microsoft Word, Excel and Power Point.
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) an asset.
- Ability to provide thorough, well composed reports on specific issues within short time limits.
- Initiative and ability to function both independently and as part of the Nishnawbe Aski Nation team.
- Willing and able to travel as required

LOCATION OF WORK: THUNDER BAY, ON
PORTFOLIO: JUSTICE
CREATED: January 2021