

## JOB DESCRIPTION

### Research Project Coordinator

#### Department of Justice Transformation

#### SUMMARY:

The Research Project Coordinator will be responsible for performing a wide variety of duties aimed at achieving the NAN Justice Transformation department goals and objectives. The Research Project Coordinator will spearhead the Wiicheetowin: Ke-ishi kanawabamakanowic Anishinini Project to explore traditional conditions which supported community safety, including natural laws, teachings and models of careful decision-making used to navigate conflict and ensure the safety of the community. The foundation of knowledge gathered throughout the project will help inform how communities want to keep their members safe and how conflicts might be dealt with in a culturally appropriate and just manner.

#### DUTIES AND RESPONSIBILITIES:

##### Administrative Duties:

- Provide administrative and coordination support for the project
- Develop meeting materials and agendas for the Department of Justice Transformation
- Coordinate and implement deliverables related to the Wiicheetowin project
- Assist in planning and ensuring work is completed in an appropriate and culturally relevant manner
- Promote research capacity building among communities and community-based organizations
- Plan, implement, and maintain a system for data collection
- Facilitate and encourage participation in community engagement sessions
- Operate efficiently and effectively while performing research and data collection activities
- Draft briefing notes and executive reports
- Respond to general email inquiries, and refer to other staff where appropriate
- Coordinate the logistical aspects of meetings, special projects, and events
- Complete expense reports, purchase orders, travel orders and other duties
- Prepare and deliver presentations

##### Project Coordination and Support:

- Conduct research on historic practices in First Nation community justice
- Summarize relevant literature and evidence and present findings to the Director
- Work closely with each participant community to explore traditional practices and laws
- Assist in completing a final report that will outline common themes and that will set the pillar framework for the community justice plans
- Support the Justice Transformation Team with ongoing projects and other duties as required

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- Develop and maintain a cooperative working relationship with NAN First Nations, Tribal Councils, affiliated First Nations organizations, and various government representatives .
  - Draft routine correspondence, briefing notes, memorandums, reports and proposals as requested;
  - Perform other related duties as assigned

## **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 Research Project Coordinator position demands a high degree of organization, and the ability to multi-task and set priorities in a fast-paced political atmosphere. The successful candidate will hold the following education, skills and experience:

- Diploma or Bachelor's degree related to research, anthropology, or Indigenous studies
- Minimum three years work experience in an office administration or project coordination role
- Demonstrated experience and understanding of project coordination
- Ability to work with, 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 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.
- Able to provide thorough, well-composed reports on specific issues within a short time frame
- Able 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:** April 2021