Nishnawbe Aski Nation
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nan.ca
100 Back Street, Unit 200
Thunder Bay, ON P7J 1L2

JOB DESCRIPTION

Project Officer

SUMMARY:

The Project Officer will assist with the implementation of the Family Well-Being Program at NAN Corporate Services. The Project Officer will provide guidance, coordination, assistance with evaluation and data collection, development and distribution of resources, training, and other support for community capacity development. This position will assist community leadership and Community-based FWB worker to carry out the program according to the individual community's needs.

DUTIES AND RESPONSIBILITIES:

- Participate in planning, implementation and evaluation of Family Wellbeing (FWB) programs in participating NAN Communities.
- Work with First Nations, Tribal Councils and Community Workers to develop strength-based and community-led FWB programs that are culturally relevant and culturally safe.
- Carry out administrative activities associated with FWB programs.
- Assemble data and prepare periodic and special reports and correspondence.
- Provide general administrative support including preparation of memos, briefing notes; letters and meeting minutes.
- Participate in research projects, as required.
- Provide support and guidance to First Nation with regards to program implementation and reporting.
- Assist in the planning of conferences, meetings or training sessions.
- Attend meeting, workshops or other events, as required.
- All other duties, as assigned.

ACCOUNTABILITY:

The Project Officer is under the day-to-day supervision of the Project Coordinator, further accountability to the Director of Social Services with overall accountability for performance to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

- Degree or Diploma in social services, political science, public administration or related field.
- 3-5 years of related experience.
- Experience with the development and implementation of family-based community programming and the required funding and reporting structures and challenges.
- Experience working with First Nation Communities, Tribal Councils and government-funded projects and programs.
- Education and/or work experience in justice, children and youth, and women's advocacy.
- Knowledge of, and sensitivity to, the culture and history of First Nations in the NAN territory.

- Excellent interpersonal and verbal communication skills.
- Effective written and mathematical skills for the purpose of reporting and preparation of financial data.
- Must be able to respect confidentiality and make sound decisions.
- Excellent organization and time management skills.
- Must be able and willing to travel.
- Ability to speak a NAN Language (Cree, Ojibway or Oji-Cree) is an asset.

PORTFOLIO: Social Services
LAST REVIEW: April 2019