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## Job Description

### Inquest Project Officer

#### Education Department

#### SUMMARY:

Following the recommendations delivered by the Jury for the Seven Youth Inquest, the Inquest Project Officer is responsible for the implementation of project activities or initiatives resulting from the Inquest implementation process, and the Inquest recommendations directed to NAN. This position is crucial to the successful completion and implementation of Inquest recommendations and initiatives.

The Inquest Project Officer will work in cooperation and collaboration with the Inquest Parties, NAN departments, NAN First Nations and Tribal Councils, affiliated First Nation organizations, government and community partners, and stakeholders. This position is well suited to a candidate who has effective interpersonal skills and works effectively as part of a team and independently.

#### DUTIES AND RESPONSIBILITIES:

- Undertake and complete assigned projects independently and in an effective and innovative manner.
- Maintain and monitor project plans, project schedules, project budgets and expenditures.
- Ensure project deadlines are met and project goals and objectives are achieved.
- Develop project strategies, determine project changes, and assess project risks and issues and provide recommendations where applicable.
- Ensure projects adhere to frameworks and all documentation is maintained appropriately for each recommendation.
- Conduct research and collect data as required.
- Chair and facilitate project meetings and take the lead to ensure meeting outcomes are achieved.
- Oversee and ensure that relevant materials are prepared and distributed to all project team members.
- Document and follow up on important actions and decisions from meetings.
- In collaboration with the Inquest Coordinator, create a project management calendar/workplans for fulfilling each goal and objective, and assess and report progress in meeting the goals and objectives.
- Participate in overall budget development and monitoring of expenses.
- Analyze relevant reports and documents pertaining to the Inquest recommendations and provide recommendations when requested.
- Prepare high level Inquest related reports and presentations for Inquest table meetings, Chiefs assemblies, and for the Executive team.
- Communicate regularly with Inquest Parties, NAN departments, NAN First Nations and Tribal Councils, affiliated First Nations organizations, government partners, and community partners.
- Attend and participate in stakeholder meetings and ensure stakeholder views are managed towards the best solution.

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- Ensure work is completed in an appropriate and culturally relevant manner based on the customs, traditions, and practices of the NAN First Nations.
  - Participate as requested in NAN Education department meetings and other internal meetings.
  - Provide support to the NAN Education department and NAN Education Committee as needed.
  - Provide support to Executive Council/Chief Administrative Officer when requested.
  - Perform other duties and responsibilities as identified.

## COMPETENCIES AND QUALIFICATIONS:

This position demands a high degree of organization, multi-tasking and priority setting skills in a fast-paced political environment. The candidate must possess the following skills and attributes:

- Diploma or bachelor's degree in business or related field, or project management certification or equivalent work experience.
- 5+ years related education work experience.
- Knowledge of the Seven Youth Inquest and the Jury Recommendations.
- Knowledge of First Nations history, issues, and challenges, including First Nations education issues, and an understanding of First Nations and Ontario education systems.
- Demonstrated initiative and self-motivation, and ability to motivate others.
- Ability to work effectively as a team player and independently.
- Ability to manage multiple priorities under pressure and meet short deadlines.
- Excellent problem-solving skills, analytical skills, and creative skills.
- Excellent time management skills and ability to set and meet goals.
- Excellent interpersonal skills and ability to maintain positive working relationships with others.
- Excellent written and verbal communication skills.
- Demonstrated research and report writing skills.
- Demonstrated knowledge and experience working with MS Office and other computer software programs.
- Ability to speak Ojibway, Oji-Cree or Cree is an asset.
- Willing and able to travel as required.

## ACCOUNTABILITY:

The Inquest Project Officer is under the day-to-day supervision of the Manager of Education Initiatives with further accountability to the Director of Education and for overall performance to the Chief Administrative Officer.

**LOCATION:** Thunder Bay, Ontario

**CREATED:** March 2021