

## JOB DESCRIPTION

### Infrastructure Project Assistant – Infrastructure and Housing Department (1 Year Position)

#### SUMMARY:

The Project Assistant Intern will assist in the continued development and administration of NAN Infrastructure Projects. The Project Assistant is to provide day-to-day administrative support and assistance for projects related to housing, water and wastewater treatment, broadband improvements, transportation, power delivery and emergency management. Other duties to include project specific logistical planning and implementation for events, meetings and other special events as required.

#### DUTIES AND RESPONSIBILITIES:

- Project assistant for projects related to housing, water and wastewater treatment, broadband improvements, transportation, power delivery and emergency management.
- Duties will include outreach to our 49 First Nation communities in Northern Ontario, gathering data, researching, coordination of activities taking place in communities.
- Traveling to NAN communities will be required (COVID-19 dependent).
- Assisting with managing budgets and administrative duties for projects.
- Performing various administrative duties.
- Adhere to NAN policies, procedures and protocols;
- To perform other related duties as required;

#### COMPETENCIES AND QUALIFICATIONS:

Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, priority set, enter data and communicate effectively. Skill and experience requirements:

- Post-secondary degree or diploma;
- Fluency in a NAN dialect (Cree, Oji-Cree or Ojibway) is an asset;
- Broad knowledge and interest in NAN communities, organizations and current events;
- Excellent interpersonal, verbal communication and telephone skills;
- Able to use basic spreadsheet and word processing, e-mail, Internet, Intranet and modern office computer applications;

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**ACCOUNTABILITY:**

The Project Assistant is accountable on a day-to-day basis to the Housing and Infrastructure Manager, and is further accountable to the Director of Infrastructure and Housing and Chief Administrative Officer for overall performance.

**PORTFOLIO:** Infrastructure and Housing  
**Location of Work:** NAN Office  
**Last Revised:** April 2022

