

## JOB DESCRIPTION

### Infrastructure Project Assistant

#### Infrastructure and Housing Department

**SUMMARY:**

The Project Assistant position is an internship opportunity supported by the Northern Ontario Heritage Fund Corporation and is funded by the Workforce Development Program for one (1) year.

The Project Assistant will assist in the continued development and administration of the NAN Infrastructure and Housing Department. 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, energy, fire prevention and emergency management. Other duties to include project specific logistical planning and implementation for events, meetings and other special events as required.

**DUTIES:**

- Project assistant for projects related to housing, water and wastewater treatment, broadband improvements, transportation, energy, fire prevention 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.
- Performing and assisting with administrative duties for all projects such as minute taking, scheduling, filing, file management, monitoring financials and handling correspondence.
- Adhere to NAN policies, procedures and protocols;
- To perform other related duties as required;

**OTHER JOB REQUIREMENTS:** Proof of valid Driver's License and reliable transportation, criminal records check, proof of COVID-19 vaccination.

**COMPETENCIES AND QUALIFICATION:**

**Candidate must possess the following skills and attributes:**

**Education/Experience:** College diploma or university degree in business administration, community development, environmental studies, civil engineering/architectural/environmental technology, or political science and one to three (1-3) years work experience in a related field **OR** an equivalent combination of related post-secondary education/training and one to three (1-3) years work experience. Prior and proven work experience with First Nations people and communities is essential.

**Knowledge:** Broad knowledge and interest in the challenges, issues and concerns of First Nation communities related to housing and infrastructure on-/off-reserve including water, wastewater, fire protection & prevention, transportation, broadband and other community infrastructure in NAN territory.

Proficiency in using Microsoft Office products (Word, Excel, Outlook, SharePoint, Teams, etc.). Language speakers of traditional dialects of NAN Territory (Ojibway, Ojicree, Cree) is an asset.

**Effort:** Physical ability to lift and carry up to 50lbs. Proven ability to take initiative, prioritize and follow through on tasks with minimum guidance and support. Manages competing demands in a fast paced team setting.

**Working Conditions:** Predominantly office setting, Monday to Friday, 9:00 AM to 5:00 PM. Willing and able to travel regionally and nationally as required.

**Responsibilities:** Demonstrate professionalism in all tasks and communications. Develop and maintain effective and positive working relationships. Excellent written and interpersonal communication skills, including writing letters, memos, reports and proposals. Collaborating in-person and virtually with project teams. Excellent administrative and organizational skills, including the ability to organize and manage digital files, monitor emails, field phone calls and prioritize tasks.

**ACCOUNTABILITY:**

The Project Assistant is under the day-to-day supervision of the Manager of Infrastructure and Housing and is further accountable to the Director of Infrastructure and Housing and the Chief Administrative Officer for overall performance.

**LOCATION OF WORK:** Thunder Bay  
**PORTFOLIO:** Infrastructure and Housing  
**CREATED /LAST UPDATED:** February 2024

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

