



Service Contract Opportunity

POSITION TITLE:
MISSISSAUGA NATION COORDINATOR LIAISON

Position Purpose

- A. Mississauga Nation Coordinator Liaison will provide support to **MISSISSAUGA** First Nation Council for Mississauga Nation activities.

Accountability

- B. The Mississauga Nation Coordinator Liaison will work closely with Mississauga Nation Coordinator position via directions from the Mississauga Nation Coordinator Working Group as a whole. The MNC Liaison reports to the Mississauga Nation Coordinator.

Detailed Responsibilities and Expected Results

1. Assist in taking lead in planning, executing, and delivering the Mississauga Nation projects in accordance with specifications.
2. Assist in defining Mississauga Nation project requirements and scope.
3. Assist in being responsible for acquiring resources for Mississauga Nation projects.
4. Assist in providing efficient procurement of project deliverables, effective quality control and clear communication to state holders.
5. Coordinates and provides technical and administrative support for the Chief and Council and Mississauga Nation Coordinators Working Group (MNCWG).
6. Prepares briefing notes for meetings, workshops and overall distribution for Mississauga Nation members.
7. Coordinates logistics for the Mississauga Chiefs activities: meetings, seminars, workshops, special projects, and events, etc.
8. Shall maintain a high level of confidentiality in all interactions.
9. Assists in preparing position papers, reports and research on emerging issues of Mississauga Nationhood.
10. Assist in preparing annual work plans and budgets for the Coordinating Group and ensures that reports are completed on-time.





The Mississauga Coordinator Liaison will possess the following qualifications, skills, experiences, and attributes:

- Post-secondary degree in related field, e.g. Public Administration, Business Administration, Political Science, Native Studies; and / or three to five years related work experience.
- Working knowledge of Anishinabek First Nation communities
- Demonstrated success in project delivery and execution of project management methods.
- Knowledge of the Principles of Anishinaabe Nation Building.
- Knowledge of the concept of self-government.
- Knowledge of Mississauga Nations traditions, customs, and history.
- Demonstrated self-motivation and the ability to work independently.
- Achieve results with limited supervision.
- Excellent research and analytical skills.
- Excellent oral and written communication skills
- Presentation and facilitation skills; ability to lead and conduct meetings.
- Highly effective negotiation, diplomatic, and conflict resolution skills.
- Proposal writing & follow-up reporting skills.
- Proactive responsive and strategic thinking skills.
- Competent in modern office software, including Microsoft Office.
- Proficient in the use of modern technology.
- Able to provide a Criminal Records Check from the Canadian Police Information Centre (CPIC).
- Asset to have a valid class “G” Driver’s license in good standing & availability to travel.
- Anishinaabemowin a definite asset.
- Preference will be given to citizens of Mississauga Nation, or people of First Nations ancestry.





TO APPLY:

Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Submit your covering letter, resume and three (3) work related references to:

Mississauga Nation Coordinator Liaison (**MISSISSAUGA FIRST NATION**)

2789 Mississauga Road, Hagersville, ON N0A 1H0

Attn: Veronica King-Jamieson, Mississauga Nation Coordinator

Marked: **CONFIDENTIAL**

EMAIL: veronicakj.mncoordinator@outlook.com **FAX:** 905-768-1225

Deadline: **September 20, 2019 4:00 pm**

Thank you to all applicants; however, only those selected for an interview will be contacted.

