



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewas of the Thames First Nation is accepting applications for the position of:

Indian Residential School Community Coordinator

Posting Date: June 5, 2024

Closing Date: Until Closed

Reporting into: Administration Officer

Position Summary

The Indian Residential School (IRS) Community Coordinator plays a pivotal role in the Chippewas of the Thames IRS Multi-Year Initiative, ensuring its alignment with the community's vision and values. The IRS Community Coordinator will facilitate collaborative processes within the initiative and provide guidance and support to the IRS Project Team on financial administration matters. Close collaboration with Chippewas of the Thames Administration and other stakeholders is essential to ensure seamless implementation, operation, and comprehensive reporting of the initiative. Responsibilities include coordinating the administration of the IRS Initiative, developing policies and procedures, managing budgets, and supporting community engagement efforts. The IRS Community Coordinator will also maintain accurate records, liaise with initiative partners, and ensure compliance with organizational policies and procedures.

Responsibilities

- Provides, support, leadership and oversight to improve performance and enhance the quality of the work.
- Builds capacity to promote, protect, and enhance the health, wellbeing, and culture of individuals.
- Develops policy and procedures to support processes.
- Works in collaboration with Administration Officer and Finance Comptroller to develop budgets to support the funding application as requested.
- Prepare budgets, finance reports, special analysis and information as required.
- Work with the Administration Officer to ensure projects meet timelines and are within proposed budget.
- Negotiates training and supports staff training.
- Is proactive in identifying issues and concerns related to timelines and budgets and proposed solutions to address them.
- Collaborates and works in partnership with administration and other related professionals, contractors, consultants, organizations, and those directly impacted by the need of the initiative.



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

- Demonstrates sound understanding of Anishinaabe culture and history and understands how these impacts on community patterns, attitudes, and approaches to community wellness.
- Ensures there are accurate records for all related work.
- Effectively functions within related software programs required to operate program.
- Manage and support the different aspects of the initiative.
- Liaise with the initiative partners to gather invoices and other financial information, check-in on workloads, and provide guidance on financial administration matters.
- Ensure compliance with Chippewas of the Thames Personnel Policy and Procedures.
- Maintain accurate and up-to-date financial records and support overall project management of IRS Initiative.
- Provide regular reports and updates to funder (s), team, including financial analysis, to assist in making informed decisions.
- Develop and coordinate and implement a community engagement strategy for this project.
- Other duties as assigned.

Qualifications

- Must be a member of Chippewas of the Thames First Nation, Secondments are available to current employees who may be interested.
- Minimum of three years of management experience
- Ontario Secondary School Education required
- Preferred: College Diploma or Degree in Social Services or related field
- Knowledge of accounting principles, financial regulations, and standards
- Excellent attention to detail, organizational, and time management skills
- Strong analytical and problem-solving abilities
- Excellent communication and interpersonal skills, with a collaborative mindset
- Strong understanding and knowledge of Ojibway Culture and traditions
- Ability to multitask in dynamic environments
- Proficiency in Excel and other relevant computer software
- Valid Ontario Driver's License required
- Ability to work effectively with First Nations people in a culturally diverse environment
- Interest in Social Services and willingness to participate in training
- Ability to take initiative, problem-solve, and make informed decisions
- Commitment to professionalism, confidentiality, and collaboration
- Flexible availability, including evenings and weekends as needed.



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Work Hours: 37.5 hours per week, Monday to Friday 8:30am- 4:30pm, with flexibility to work evenings and weekends as needed.

Interested applicants must submit a cover letter, resume, photocopies of education and training certificates, three work related references. Only those selected for interviews will be contacted. Please send to:

human.resources@cottfn.com

Accommodations are available upon request.