



Indigenous Engagement Support/Coordinator

The Indigenous Engagement Support/Coordinator is a full-time position, reporting to the Indigenous Engagement Manager and working collaboratively with the Opiikapawiin team. The Indigenous Engagement Support/Coordinator performs a key role in supporting the team's day to day communication, data collection and reporting functions, including the maintenance of a database of all project communications. The role will include reviewing, summarizing, cataloguing and entering records of contact and communication into a database to meet a variety of regulatory and project management requirements. Under the direction of the Engagement team, the candidate will oversee the accuracy of data in the engagement database management system and will use the system to support the work of Opiikapawiin's team and Wataynikaneyap Power. The Indigenous Engagement Support/Coordinator will also help to track commitments made by the construction contractor as they relate to engaging with Indigenous communities. The successful candidate will also support the Engagement Manager in: the tracking of project issues and action items; the development of plain-language updates to communities and community members; and the development and implementation of community engagement programs on a variety of topics and issues.

The Indigenous Engagement Support/Coordinator will represent Opiikapawiin Services and Wataynikaneyap Power in a professional manner at all times. The person in this role will work directly with the teams from Opiikapawiin Services and Wataynikaneyap Power PM Inc.

Since Opiikapawiin Services is an organization that provides services in First Nations communities, the ideal applicant will possess a demonstrated knowledge of First Nations protocols, language, and culture.

The expected Start Date for the Indigenous Engagement Support/Coordinator will be August 2020, and will work from the location;

300 Anemki Place, Suite C
Fort William First Nation

The deadline for applications is **July 22, 2020**.

Visit www.oslp.ca/careers for more details on the job description, and instructions to submit applications.