



**Position:** Projects Engagement Coordinator

**Accountability:** Lands and Resources Director

**Salary:** \$ 60,719 – \$69,006

**Employment Status:** 5 years contract

**Hours of Work:** 32 hours/week

**Preferences:** MFN Band Members

**Circulation Level:** Level I

**The Projects Engagement Coordinator will perform the following duties:**

- Lead day-to-day Project engagement activities, understanding and knowledge of Class Environmental Assessment for Minor Transmission Facilities
- Budget, monitor and expend within MFN Finance Policy and Hydro One approved travel, meeting rates
- Coordinate and support specific engagement activities related to each Project such as Project Engagement, Community Engagement, attend all engagement sessions including Public Information Sessions and possibly at other First Nation Information sessions as a partner,
- Collaborate with Hydro One to support dissemination of project information to First Nation leadership community members and possible other Anishinabek Nations/social media.
- Establish a format to collect comments, issues and concerns from Community and share with Hydro One where appropriate.
- Collaborate with Hydro One, Niigaaniin ISETS Employment Coordinator to maximize contracting and employment opportunities on Projects.
- Develop and maintain a collaborative relationship with Hydro One to ensure timely flow of relevant information from both parties.
- Follow-up with Hydro One in support of information requests received from Community leadership and members.
- Organize and participate in meetings with community representatives, Chief and Council, MFN Lands & Resources Committee, Elders & youth, respond to any questions (verbal or in writing) as they relate to the Hydro One Transmission Corridor Project
- Attend field, mandatory training for Environmental Monitoring or any required technical training, worksite visits as agreed upon.
- Meet at least monthly with Hydro One's key contact person (and Waasmoowin Energy Corporation)
- Respond to Hydro One's information requests and Waasmoowin Energy Corporation
- Implement, manage, and administer the Agreement(s), Health, and Safety Program
- Other engagement-related activities as required throughout the process, which may include Pow Wows, local information sessions i.e. Secondary School, Career Fairs, health fairs.

**The Projects Engagement Coordinator will possess the following qualifications, skills, experiences, and attributes:**

- Lands and Resources/Environmental diploma from a Community College or equivalent and minimum of three years work related experience.
- Must have a Valid Class "G" driver's license, use of a vehicle and certification to operate a boat, ATV and side-by-side
- Maybe required to work alone with minimal guidance/supervision.
- Knowledge of provincial and federal Environmental Assessments Acts and Impact Assessments
- Tolerance for working in outdoor environments, prolonged walking and standing on various terrains in a wide range of weather conditions,
- Exhibit strong attention to detail, Hydro One Terminology with a proven ability to follow specific instructions.
- Organizing and planning community engagement sessions, facilitating and on occasion negotiate, briefing notes etc.
- Familiar with the use of modern digital devices (iPads, computers, cameras, and GPS devices)
- Familiar or willing to learn the following software: Microsoft Access, Word, Excel and CoPilot and or Project Management software.
- Familiar with Hydro One Corporate structure, Aboriginal Liaison division, Ministry of Energy & the Independent Electrical System Operator, Ministry of Natural Resources/Forestry and general knowledge of various acts such as the Species at Risk Act, Fisheries Act and Environmental Laws as they apply.
- Knowledge of other Aboriginal owned corporate structures in the Renewable Energy Sector
- Be free of any physical, emotional, or mental condition which might adversely affect.
- Be honest and trustworthy; respectful; be flexible.
- Ability to maintain a high degree of confidentiality; Possess cultural awareness and sensitivity.
- Demonstrate sound work ethics.
- Ability to take initiative, meet deadlines and work flexible hours.
- Ability to facilitate team and maintain multi-disciplinary team environment.

**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. Please note that all interviews

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**WALKING IN BALANCE**

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.

will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department  
P.O. Box 1299 Blind River, Ontario P0R1B0

Marked: **CONFIDENTIAL**

**EMAIL:** [hrclerk@mississaugi.com](mailto:hrclerk@mississaugi.com)      **FAX:** 705-356-1740

**Deadline: May 31, 2024**

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

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