



# GARDEN RIVER FIRST NATION

## EMPLOYMENT OPPORTUNITY



**POSITION:** EMERGENCY PREPAREDNESS PROJECT COORDINATOR  
**REPORTS TO:** HUMAN RESOURCE MANAGER  
**WAGE:** \$25.15/HOUR  
**DURATION:** CONTRACT ENDS MARCH 31<sup>ST</sup>, 2021  
**LOCATION:** Band Office

### OVERVIEW:

The Emergency Preparedness Project Coordinator is the primary point-person responsible for planning, executing, and delivering Emergency Preparedness projects on time, within budget, and in accordance with specifications. The Emergency Preparedness Project Coordinator functions within legislative requirements, regulations, policies and procedures and the mission, beliefs, and visions of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

### DUTIES AND RESPONSIBILITIES:

- Manage the entire lifecycle of the company's Human Resource emergency preparedness projects, from inception through to execution and evaluation,
- Design, implement, and supervise the implementation of all new installations, expansions, modifications, migrations, due to emergency preparedness workplace requirements,
- Establish a Project Workplan for each approved project, defining the projects goals, objectives, risks, assumptions, staffing levels, roles and responsibilities, work breakdown structure, milestones, and deliverables.
- Manage project activities throughout lifecycle, including the allocation of adequate resources, scheduling, documentation, budget, and other factors necessary for success.
- Organize project teams into suitable workgroups and guide the teams throughout their efforts to produce deliverables according to specification.
- Establish and deliver mechanisms for tracking project progress and reporting to stakeholders via a formal communications plan.
- Reallocate resources across multiple projects where necessary; identify and resolve any resource allocation discrepancies.
- Track all project costs to ensure completion within budget; procure extra budget funding where necessary.
- Conduct project postmortems to identify areas for improvement; make recommendations based on findings.

### QUALIFICATIONS/SKILLS:

- Required two-year college diploma in Business Administration, Community Response Planning, Health and Safety or related field
- Five (5) years of direct work experience in project management.
- Project management certification preferred.
- Demonstrated success in project delivery and execution of project management methods.
- Familiarity with project management software.
- Highly effective negotiation, diplomatic, and conflict resolutions skills.
- Superb creation and facilitation of meetings, feedback sessions, and briefings to create consensus among stakeholders.
- Able to effectively communicate with all types of staff, including technical, professional, and upper management.
- Strong knowledge of financial management, technology management, and internal controls.
- Strong problem identification and problem resolution skills.
- Ability to create and edit project documents, materials, and presentations.
- Able to effectively communicate both verbally and in writing.
- Flexibility to adjust to shifting priorities and deadlines.
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions
- Must undergo a criminal record check prior to employment

Interested applicants can email or drop off their cover letter and detailed resume by: **August 31<sup>ST</sup>, 2020**  
 Please address the envelope and/or email **"EMPC -2020-39"** and submit to:

**Human Resources  
 Garden River First Nation,  
 7 Shingwauk Street,  
 Garden River, ON  
 P6A 6Z8**

**Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)**



Paul Calic, Human Resources Manager

August 17th, 2020

Date

We would like to thank all applicants that applied but only those selected for an interview will be contacted. Thank you for your interest in Garden River First Nation.