



## Employment Opportunity

### Engagement Coordinator / Trainee

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Contract to December 2020

Nipissing First Nation in partnership with McIntosh Perry Consulting Engineers is seeking an Engagement Coordinator-Trainee to act as a liaison with members. The successful candidate will ensure communications and reporting are shared with the community and Council as required throughout the project. (Number of hours to be determined, up to 24 hours per week).

**Project Details:** McIntosh Perry has been retained by the Ministry of Transportation to carry out the detailed design and Class Environmental Assessment for the rehabilitation of Highway 17 from 0.1 km west of Laronde Creek Bridge easterly to 0.3 km west of Gormanville Road for 18.0 km and the replacement of:

- Laronde Creek Bridge 16.1 km west of Hwy 17B (Main St); and
- Little Cache Creek Culvert 5.6 km west of East Junction Hwy 64

#### **QUALIFICATIONS:**

- Must be a registered Nipissing First Nation member.
- Must have minimum Secondary School diploma, or equivalent.
- Traditional land use and resource knowledge within NFN territory and project area considered an asset.
- Must be able to work in the field and with various staff.
- Must be proficient with Microsoft Office applications (Word, Excel, Outlook).
- Must have a valid driver's license and access to a vehicle.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Strong organizational and communication skills (verbal and written), and high level of attention to detail.
- Able to work with minimal supervision.
- Reliable, punctual and dependable.

#### **RESPONSIBILITIES:**

- Liaising with members of the Nipissing First Nation community and Band Council, when required.
- Facilitating data requests and the exchange of information.
- Verifying existing site and conditions of infrastructure and property as it applies to the project.
- Coordinating a Community Information Session.
- Coordinating the Archaeological Assessment.
- Organizing meetings as required.
- Reviewing reports and assisting with field work.

Qualified applicants are invited to submit a letter of interest, resume and three (3) current references no later than 4:30pm on **Friday, January 24<sup>th</sup>, 2020** to:

Jennifer Lalonde, Human Resources Manager  
Nipissing First Nation  
36 Semo Road, Garden Village, ON P2B 3K2  
Fax: (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest; however only those who qualify for an interview will be contacted.**