



SHOAL LAKE 40
FIRST NATION

Community Coordinator

Harmonized Impact Assessment - Haute & Boggy Bogs Project – Shoal Lake 40

Shoal Lake 40 First Nation is undertaking a Harmonized Impact Assessment Project (HIA's), incorporating *Manito Aki Inaakonigaawin* (the Great Earth Law) into the impact assessment process. To support these projects, Shoal Lake 40 is looking for a community coordinator to organize community engagement sessions and events, and to keep community members informed as the projects move forward.

Responsibilities

The **Community Coordinator** will be responsible for:

- Organizing community sessions including meetings, workshops, individual interviews.
- Planning site visits with Elders and community members.
- Offering tobacco to invite Elders to interviews.
- Providing transportation for Elders to and from workshops, interviews, and field studies.
- Distributing posters and invitations for events.
- Calling households for reminders.
- Arranging catering and booking venues.
- Helping where needed during community events.
- Performing other relevant duties when needed.

Qualifications and Skills

The following qualifications and skills are required:

- Highly organized with ability to multitask and manage personal workload effectively.
- Experience with coordinating and scheduling.
- Technologically savvy to support Elders if they need assistance with virtual meetings.
- Member of Shoal Lake 40 First Nation.

Application Process

- Please send applications **no later than February 15th, 2023** to: vern.fair@shoallake40.ca

Compensation

- \$350/day