

# Indigenous Participation Coordinator for Opiikapawiin Services LP



## Company Background

**Opiikapawiin Services LP (“Opiikapawiin”)** was established by a partnership of 24 First Nations in northwestern Ontario. The 24 First Nations partnership is also majority owner in Wataynikaneyap Power, a transmission company building 1800km of new transmission line to connect remote First Nations to the provincial grid. Opiikapawiin is primarily responsible for administering projects and programs for Wataynikaneyap Power relating to community engagement, community readiness, education & training, business readiness, stakeholder engagement, communications, and capacity building. Opiikapawiin will also support the First Nations partnership in the management of its investment in Wataynikaneyap Power, which includes raising equity for the First Nations interest in the transmission project.

## Job Description

The Indigenous Participation Coordinator is a full-time position, who will report to the Indigenous Participation Manager and work collaboratively within the Participation team and performs a key role in supporting the team Indigenous Participation activities. The position will be responsible for, but not limited to, supporting the Manager and Advisors for implementing the Indigenous Participation Guide and monitoring the Wataynikaneyap Power Transmission Project contractors Indigenous Participation Plan. The Indigenous Participation Coordinator will support in the coordination of the Indigenous Participation activities including Community Readiness, Business Readiness and Contracting, Education, Training, and Skills Development, Economic Participation and Communications.

The Indigenous Participation 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.***

## Duties and Responsibilities

### Projects Administration

- Receive, review and distribute all correspondence as directed
- Book venues for training intakes, make travel arrangements for various parties, as required
- Organize meetings and schedule appointments, arrange meeting logistics, take transcribe dictation notes and meeting minutes
- Organize content for presentations, reports, bulletins, memos and correspondence
- Prepare and format documents in a professional manner and according to specifications
- Maintain regular scheduled contact with Community Liaisons providing problem solving support pertaining to Indigenous Participation activities
- Other organization and administrative duties as assigned

### Liaison

- Coordinate the development and delivery of Indigenous Participation activities.
- Support in engaging Elders about Indigenous community values and customs in relation to the planning and development of Indigenous Participation programs and activities.
- Support and facilitate community participation in the development of Indigenous Participation activities.
- Assist and ensure tasks and deliverables are met with the various projects Opiikapawiin has initiated.
- Assist with maintaining schedules, engagement records, contacts, notifications, and communications.

### Support Business Readiness and Capacity Building

- Assist with maintaining the First Nations business and community contacts.
- Develop and maintain community contact list and ensure content is up to date.

- Assist in review and track of performance indicators of Indigenous Participation requirements.

#### Support Recruitment and Retention

- Assist with maintaining the labour pool database as required.
- Assist in review and track of performance indicators of Indigenous Participation requirements.
- Support the Indigenous Recruitment and Retention Advisor as required

#### Other duties may include:

- Assist Managers and other team members at times of high activity.
- Assist in meetings transcribing and note taking as required.
- Assist in developing engagement documentation and reporting to Management or Board of Directors as required.
- Other duties to support the team.
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### **Qualifications**

#### Education & Experience:

- College Diploma or University degree in Business Administration, Marketing, Human Resources, Management, Communications, or a related field from an accredited college plus a minimum of 4 years in a similar role with responsibilities for Indigenous Participation activities (Community Readiness, Business Readiness, Education, Training, and Skills Development, Economic Participation, and Communications) and relevant work experience.

#### Required Skills:

- Advanced computer skills and experience with MS Office suite. (Sharepoint and Office 365)
- Administrative office skills. Experience filing and document control.
- Written and verbal communication skills
- Attention to detail and data entry accuracy.
- Problem identification and problem resolution skills
- Demonstrates a significant ability for discretion and confidentiality in handling sensitive issues
- Demonstrates ability to maintain a fast work pace and team - oriented environment
- Demonstrates ability to type, copy, distribute, file and retrieve correspondence in an error-free manner

#### Other Experience

- Ability to work effectively with First Nation communities and with Indigenous Peoples
- Demonstrated experience with working harmoniously with First Nation communities, members and partners on infrastructure projects
- Strong understanding of Indigenous culture in Northwestern Ontario and protocols
- Knowledge of the economic, social, and political environment of Northwestern Ontario and/or experience with remote community realities
- The ability to communicate verbally in the Indigenous languages spoken in Northwestern Ontario is not required but considered an important asset
- Valid Class "G" license
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### **Employment Type, Location, and Start Date**

300 Anemki Place, Suite "C"  
Fort William First Nation, Ontario

The Indigenous Participation Coordinator will work Monday to Friday within normal business hours.

## Application & Deadline

Applications shall include a resume, cover letter, and attached references including the most recent employer and at least two others. **Application Deadline Monday, May 15, 2023 at 5:00pm.** The expected Start Date for the Indigenous Participation Coordinator will be as soon as possible.

Applications must be directed to by email:  
Opiikapawiiin Services LP  
Attn: Lucie Edwards – Chief Executive Officer  
l.edwards@oslp.ca

Applicants may be required to submit a criminal background check.

More information on the Wataynikaneyap Transmission Project can be found at [www.wataypower.ca](http://www.wataypower.ca)  
More information on Opiikapawiiin Services LP can be found at [www.oslp.ca](http://www.oslp.ca)

We wish to thank in advance all those who submit applications. **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED** and only the successful candidate will be notified.