

**Managing Coordinator**

The Pas/Opaskwayak Cree Nation

Summary

The Nekoté Managing Coordinator works under the direction of the Nekoté Board of Directors and the Nekoté communities. Reporting to the Board, the Managing Coordinator is to maintain continuity of Nekoté operations by documenting and communicating needed actions of Nekoté communities, assist in the maintaining and monitoring project plans, projects schedules, work hours, budgets, office administration, as well as documenting and following up on important actions and decisions from meetings.

The Managing Coordinator will work closely with the Nekoté Liaison to establish strong contacts with Nisokapawino Forestry Management Corporation and Canadian Kraft Paper, establish contacts in each of the communities in areas such as employment & training, business opportunities, national resource management and land use. Work with potential funding sources by writing proposals and completing reporting requirements.

Qualifications

- Grade 12 minimum;
- Experience in business administration, administrative skills, office management
- Strong communication skills and computer skills
- Understanding of forest management
- Knowledge of proposal writing, government licensing
- Able to travel; valid class 5 Manitoba driver’s license
- Experience working with First Nations, aboriginal rights, understanding of community & culture. Understanding and speaking Cree would be an asset

<b>Department</b>	Management
<b>Job Status/FTE</b>	Permanent/1.0 FTE
<b>Anticipated Shift</b>	Mon-Fri/7 hours per day/some overtime required
<b>Salary</b>	To be negotiated

Indigenous applicants are encouraged to self-declare when submitting resumes. We thank all candidates for applying; only those selected for an interview will be contacted.

For more information or to apply please contact: [nekote.manager@gmail.com](mailto:nekote.manager@gmail.com)

**CLOSING DATE: Until Filled**