Job Description

Project Liaison

NAME OF PROGRAM: Nishnawbe Aski Nation Bami’aawaso- Nurturing the Seeds of Change

GENERAL DESCRIPTION:

The Bami’aawaso-Nurturing Seeds of Change is a 3 year project which began in 2013 and ends March 2016. The project mandate is to develop a social enterprise model to provide support and mentorship to Nishnawbe Aski Nation youth. The Project Liaison will assist with communication and project activities between NAN Youth, 7 other OTF grantees, Core Partner Team, and the Seeds of Change Advisory Group. The core Project Team consists of NAN, PARO and KO-NET. The Project Liaison will work closely with NAN staff to carry out assigned duties. The Project Liaison will effectively meet the needs of diverse groups and demonstrate respect for cultural diversity and be committed to working with underserviced populations.

DUTIES AND RESPONSIBILITIES:

1. To communicate and coordinate information and activities between NAN youth, OTF 7 grantees, Core Partner Team and Advisory group.
2. To assist Core Partner Team to regularly update a database of existing NAN social entrepreneurs.
3. To assist in coordinating regular Core Partner Team and advisory group meetings.
4. To coordinate and provide technical assistance in offering Community Practitioners’ curriculum to NAN youth.
5. To coordinate and assist at identified key events that focus on youth social entrepreneurship.
6. To coordinate and assist in travel to NAN communities and skill building activities as identified by Core Project Team.
7. To assist in communication with other organizations and agencies to link services that will enhance and sustain the program after March 2016.
8. To assist the Core Project Team in the development of a communication strategy, such as, brochures, posters, presentations, radio shows, etc.
9. To assist the Core Project Team in the preparation and distribution of a participatory evaluation that is community led.
10. To respond to communities requests for assistance, resources, information as required.
11. To assist in the development of a comprehensive work plan to continue the work in Year 2 and 3.
12. To update website on regular basis.
13. To meet with the Director of Social Services on a regular basis to provide program updates.
14. To draft correspondence, proposals, internal documents and briefing notes as requested.
15. To attend Professional Development training and meetings as requested.
16. To perform other duties as assigned from time to time and in response to community needs.
ACCOUNTABILITY:

The Project Liaison is under the day-to-day supervision of the Director of Social Services with further accountability for overall performance to the Chief Administrative Officer.

QUALIFICATIONS:

- University degree/college diploma in the field of community economic development, social enterprise, business or other related field.
- 3-5 years related experience.
- Direct work experience with working with First Nation’s youth
- Demonstrated understanding of the particular challenges and opportunities that impact social enterprise.
- Business management experience and proposal development
- Excellent level of applicable computer program application skills
- Excellent knowledge of community and regional resources
- Demonstrate excellent interpersonal and oral and written communication skills
- Demonstrate excellent organizational and analytical skills.
- Travel to remote communities and other urban centres is required.

Location: Thunder Bay, ON
Prepared: July 15th, 2014