



Manitoba Keewatinowí Okimakanak Inc.

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Employment Opportunity

LEAF RAPIDS INITIATIVE REGIONAL COORDINATOR

Full Time Position – Thompson

Position Open Until Filled

Under the direction of the Project Lead, or designate, the Leaf Rapids Initiative (LRI) Regional Coordinator will support the exploratory discussions of potential for conversion to reserve of Leaf Rapids. The LRI Regional Coordinator will be primarily responsible for implementing the LRI 6-Month Work plan 2023/24, overseeing engagement activities on the ground in the respective communities, follow up on work assignment by the leaders and MKO executive team, ensuring the work is being completed and deadlines met, and assume all reporting requirements.

The LRI Regional Coordinator will work closely with the local LRI team, as well as serve as the liaison between the MKO Political and Executive Offices, the Project Lead, and the MKO Leadership. The ideal candidate will be a strong communicator, collaborator, and will possess superior analytical and writing skills.

Roles and Responsibilities

- Liaison with local Leaf Rapids Local Coordinator and Local Administrative Assistant;
- Liaison with political and administrative offices within MKO through briefings when requested and follow through with tasks as delegated;
- Prepare and update LRI Project Workplan, by breaking down each subject area into specific tasks, deadlines, budget and reporting requirements;
- Keep track of timelines and follows up assignments of Consultants;
- Engage, secure and monitor Consultant contracts or contracts with subject matter experts;
- Attend meetings as required;
- Oversee administrative duties of the project; such as:
 - arrange mtgs (internal and external, including Chiefs);
 - ensure notes are taken and proofed for the record;
 - review and edit documents sent by project Partners;
 - ensure a filing system for project documents;
 - assign tasks to relevant MKO resources.
- Draft research and data collection materials for all LRI meetings;
- Draft summaries, reports and Briefing Notes for executive review;
- Ensure all documentation and reporting is completed in a timely manner to funders;
- Tracks terms of funding including financial reporting and budgets;
- Other duties as assigned.

Education and Experience:

- Ideal Candidate will possess a University Degree or College Diploma in a technical field such as Engineering, Environment Science, Natural Resources, Land Management with 5 years experience;
- Combination of education and experience will be considered;
- Superior writing and analytical skills, presentation, facilitation and verbal communication skills;
- Able to follow direction and assure clarity in assigned tasks, and overall work plan;
- Able to work independently and with minimal supervision while being reliable to get the job done;

- Knowledge of the community of Leaf Rapids and First Nations involved (Opiponapiwin Cree Nation, Nisichawayasihk Cree Nation, Mathias Colomb Cree Nation) specifically and northern Manitoba generally;
- Knowledge of structure and processes of both Governments of Manitoba and Canada with respect to Addition to Reserve (ATR) policy including Treaty Land Entitlement (TLE).

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) to:

Shawna Flett at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted.

Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com