

Kwanlin Dün First Nation

- A. Position Title: Project Opportunities Coordinator
- Department: Education and Social Development
- Supervisor: Manager, Projects
- Date: March 2023
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B. Job Summary:

The Kwanlin Dün First Nation (KDFN) Education and Social Development Department is committed to supporting Citizens and their families in the pursuit of establishing a good quality of life. Programming within the Department supports and empowers citizens of KDFN to live strong, independent lives, based on traditional knowledge, while choosing to engage and be productive within the family, community or workforce in a meaningful way. Every citizen is given the opportunity to expand their education and reach their full potential.

Reporting to the Manager, Projects, the incumbent is responsible for administering agreements and training opportunities relating to projects within the traditional territory of KDFN, including Community Development Agreements (CDA) and associated Transfer Payment Agreements (TPA). The incumbent will establish and maintain effective working relationships related to projects and coordinate KDFN activities supporting KDFN Citizens and businesses to access opportunities related to the projects.

C. Main Duties:

1. Monitoring and supporting fulfillment of all KDFN roles, responsibilities, commitments, and opportunities related to assigned projects and project agreements, as supported by the Manager, Projects, by:
 - Developing, implementing and actively monitoring the implementation of agreements, contracts and training programs associated with projects and ensuring that KDFN fulfills its responsibilities;
 - Representing KDFN and participating in project reviews, meetings and the fulfillment of reporting requirements and documentation;
 - Developing, implementing and reporting on any implementation plans, workplans and other project documents and requirements;
 - Seeking to resolve any disputes that may arise related to the interpretation or implementation of agreements and contracts for the project;
 - Approaching stakeholder engagement in a meaningful way by providing a stakeholder engagement plan, by understanding stakeholder wants and needs, by providing presentations and encouraging communication, by building trust, by providing management with draft briefing notes and by monitoring and documenting engagements and the implementation based on engagements;
 - Meeting established goals, objectives, and strategic plan priorities for the project area;
2. Assisting with overseeing the planning, implementation and administration of projects, as supported by the Manager, Projects, by:
 - Meeting regularly with the Manager, Projects and working closely with the teams within KDFN to understand the projects and programming requirements that advance the work of the department and support the KDFN Nation;

- Planning, designing, forecasting and overseeing projects and initiatives including determining project scope, objectives, setting targets for milestones, utilizing relevant software and databases and project management tools as well as adhering to deadlines and objectives, etc.;
 - Developing and managing a detailed project plan for each initiative to monitor and track progress including development of spreadsheets, diagrams and process maps;
 - Assisting with developing, implementing and monitoring project training and funding proposals supportive of KDFN citizens receiving training, mentorship, education and further growth opportunities in relation to projects and KDFN goals and objectives and contribute to KDFN programming.
3. Collaborating with other departmental staff, interdepartmental colleagues and KDFN Development Corporations, contractors, governments and all other stakeholders to identify, develop, and promote business, employment, and training opportunities for KDFN Citizens and businesses related to projects, as supported by the Manager, Projects, by:
 - Advocating for the maximization of opportunities and the advancement of KDFN's interests related to project by supporting the development and implementation of any programs or services related to the fulfillment of opportunities;
 - Monitoring and supporting KDFN Citizens and businesses to access business, employment, and training opportunities related to projects and identifying and providing support required for the fulfillment of opportunities, troubleshooting and resolving any challenges that may arise;
 - Assisting with the development and delivery of a KDFN cultural safety and inclusivity training course and/or other training programs. Including promoting workshop and arranging offerings to individuals employed on projects and offering it to the community, contractors and other stakeholders;
 - Collaborating with other departmental staff to develop and provide programming to improve the readiness of KDFN Citizens and businesses to participate in opportunities and working to ensure adequate on the job and training support;
 - Monitoring and evaluating the training and employment status of participant placements, maintaining regular communication and documenting all transactions pursuant to the case management process;
 - Ensuring First Nation traditions and values are reflected in the program areas and land-based programming is incorporated where possible in the service delivery;
 - Identifying program needs and gaps to determine how services can be impacted; recommending service delivery, program, or policy, legislative changes and enhancements.
 4. Prepare and report accurate financial information from which program budget forecasts are made.
 5. Prepare cheque requisition for payment of knowledge keepers, elders support or travel adhering to KDFN financial processes for final approval by the Manager as needed.
 6. Maintains comprehensive program files and data by utilizing relevant databases and systems and ensures documentation, use, storage, and reporting of activities is in compliance with KDFN records information management practices.
 7. Positively represents KDFN on committees and working groups as supported by Manager.
 8. Commitment to maintaining professional development and staying current in changes and progress in Project Management.
 9. Contributes to individual and department wide work-plans, budgets, evaluations and will be required to write progress, statistical and year-end reports on participant employment and training status, programming that supports the department.

10. Performs other activities and duties as directed within the position's scope of knowledge, mandate and expertise.

This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.

D. Education and Experience:

- Post-Secondary Education in Adult Education, Social Sciences, Business Administration, Project Management, Organizational Development or similar experience combined with experience working with First Nations, preferably in a government setting;
- Extensive experience establishing and maintaining intergovernmental and interdepartmental working relationships;
- Extensive experience with administrative and financial management including budgeting, monitoring, implementing funding agreements including reporting and record keeping;
- Experience with planning and coordinating projects and events;
- Experience working with individuals with barriers to employment;
- Experience working in partnership with other departments, agencies and non-profit organizations;
- Experience working within case management models and developing innovative case plans;
- Experience supporting labour market programs is an asset;
- Experience in negotiations, conflict resolutions, or communications is an asset;
- Experience leading meetings and facilitating group processes is an asset;
- Experience working with Yukon First Nations and/or in a community development context.

Knowledge of Yukon First Nation Peoples' history with formalized education systems, residential school and inter-generational effects specific to education and social programming and familiarity with Kwanlin Dün First Nation history, culture, demographics, goals and aspirations is required for success in this position.

Management Skills:

- Strong administrative and financial management skills including budgeting, monitoring, reporting and record keeping;
- Ability to develop, plan, and implement programming to meet objectives.
- Strong organizational and time management skills;
- Strong situational judgement;
- Excellent conflict resolution skills with the ability to address sensitive subject matters within a political context;
- Ability to work independently and to take initiative to set work priorities;
- Reliability, and the ability to manage and meet deadlines;
- Competent computer skills (MS Outlook, Word, Excel, PowerPoint);
- Strong verbal and written communication skills;

Interpersonal Skills:

- Strong problem solving and conflict management skills;
- Discretion, tact, diplomacy, good judgment, and the ability to address sensitive subject matters within a political context;
- Ability to foster acceptance and trust at the community and stakeholder levels;
- Ability to promote cultural awareness and appreciation;
- Ability to advocate effectively and diplomatically;
- Ability to work effectively, collaboratively, and professionally as a member of a team;
- Cultural sensitivity, compassion and respect for the cultures and traditions of KDFN.

E. Key Personal Contacts and Nature of Contacts:

<u>Contact</u>	<u>Nature of Contact</u>
Manager, Projects	Supervisor; seek and receive direction; exchange information.
Director, Education & Social Development, Manager of Pathways and Social Development & Director, Economic Development	Coordinate activities; collaborate and support to meet shared objectives.
KDFN Departmental Staff	Exchange information; problem solve; referral of clients; coordinate client services; maintain client confidentiality.
Intergovernmental and Interorganizational Representatives and project stakeholders	Exchange information; coordinate activities; collaborate; problem solve; lobby/advocate KDFN interests; maintain effective working relationships; represent KDFN.
KDFN community, Citizens, businesses	Regular interaction; engage to identify interests; refer to KDFN programs and services; coaching, advocacy, and support.

F. Direction/Decision Making:

Direction for this position is provided by the Manager, Projects. The Project Opportunities Coordinator, in collaboration with the Manager, Projects, Director of Education and Social Development, the Manager of Pathways, and the Director of Economic Development, will develop high level strategic direction for the position, including broad goals and objectives. The Project Opportunities Coordinator will then be required to exercise considerable independence and self-direction in determining day-to-day activities required to advance that strategic direction. Ongoing collaboration and coordination with the Manager of Pathways and the Director of Economic Development will be required for success in the position.

The Project Opportunities Coordinator must be capable of self-directing, and determining when briefings or supervisor approvals are required. Policies and procedures are in place to assist and guide, the incumbent must use independent judgment and seek direction from the Manager as necessary in resolving issues not easily resolved through the application of these policies.

G. Impact and Accountability:

The position is accountable to the Manager, Pathways for the implementation and delivery of projects, working within the parameters of KDFN policy, the strategic plan, departmental work plan, and budget. The work of the Project Opportunities Coordinator has the potential to significantly impact the KDFN community, including the wellbeing and interests of KDFN Citizens and businesses. The position will have significant influence on KDFN programming as well as business, employment, and training opportunities for KDFN Citizens and businesses related to the Project. Accordingly, the conduct of the position can be expected to be the subject of considerable community scrutiny.

The Project Opportunities Coordinator represents KDFN in intergovernmental and interorganizational relationships, with the potential to significantly impact KDFN's broader reputation and political relationships.

H. Positions Supervised:

Directly:

None

Indirectly:

Students and Trainees

Occasional Contractors

KDFN Citizens in employment and training positions related to the Project.

I. Working Conditions:

This position is located in an office environment. Travel within the City of Whitehorse to attend numerous meetings outside of the office is a regular requirement of the position. The incumbent will be spending the majority of each day dealing with multiple and conflicting demands for services and advice while still being required to adhere to strict deadlines. Constant interruption from department staff, resource contacts, other governments and KDFN Citizens on a daily basis is to be expected. Occasionally the position will be required to deal with emotional and angry clientele, which may result in stress. The position will interact with individuals with different values, beliefs, experiences and training.

J. Conditions of Employment:

All employees are expected to follow the KDFN Constitution, laws, policies, procedures, and guidelines in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. Automatic Payroll-Deduction of financial obligations owed to KDFN is a prerequisite to employment by KDFN government for all positions.

- Mandatory confidentiality is a condition of employment for all staff of KDFN, and failure to comply may result in dismissal;
- Satisfactory pre-employment criminal records check with vulnerable sector search
- Valid class 5 driver's license and access to a personal vehicle (Class 4 is an asset);
- Signed conflict of interest and compliance with KDFN human resource policies, occupational health and safety policies and any other applicable KDFN legislation and policy.

Job requirements:

- Sporadic evening or weekend work is required to attend meetings and deliver programming outside of regular hours.

K. Position Approval:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
<p>_____ Signature:</p>	<p>_____ Signature:</p>
<p>_____ Date</p>	<p>_____ Date</p>

<p><u>Manager, Human Resources:</u> (Comments)</p>	<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p>
<p>_____ Signature:</p>	<p>_____ Signature:</p>
<p>_____ Date</p>	<p>_____ Date</p>