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**P.O. BOX 250
PARRY SOUND, ONTARIO
P2A 2X4**

**PHONE:
(705) 746-2531
FAX:
(705) 746-5984**

**CHIEF
Warren Tabobandung**

**CHIEF COUNCILLOR
Vince Chechock**

**COUNCILLORS
Alexander Zygniuk
Brent Tabobandung
Dave Rice
Theresa McInnes**

**Pottawatomi Gathering Coordinator
Contract Opportunity
EXTENDED TO NOVEMBER 21ST, 2018 @ 4:00 PM**

Wasauksing First Nation (WFN) is currently seeking a Pottawatomi Gathering Coordinator. The Coordinator position is responsible for organizing the 26th Annual Pottawatomi Gathering events and activities for the Pottawatomi Nations: Citizen Pottawatomi Nation, Forest County Pottawatomi, Gun Lake Tribe, Pokagon Band of Pottawatomi, Nottawaseppi Huron Band of Pottawatomi, Hannahville Indian Community, Prairie Band of Pottawatomi, and Walpole Island First Nation.

Summary of Key Duties:

- Co-ordinate the 2019 26th Annual Gathering hosted by Wasauksing First Nation;
- Establish and arrange Committee meetings at regular intervals;
- Develop Workplan/milestones to guide the Committee;
- Communicate updates (minutes) to the group and to the community using various venues (media, radio, website);
- Prepare and follow Pottawatomi Gathering budget;
- Liaison with other community groups/programs/both on and off WFN;
- Weekly reports and letter writing.
- Operates in accordance with and ensures compliance to the Wasauksing First Nation policies and procedures as may be updated and amended from time to time.
- Other duties /tasks/responsibilities as required and as assigned.

Education/Professional Requirements:

- Grade 12 and/or some post-secondary.
- First Aid and C.P.R. an asset.
- Ability to speak Ojibway an asset.
- Familiar with Wasauksing First Nation customs and traditions.

Skills Required:

- Excellent interpersonal skills and people skills
- Excellent written and verbal communication skills
- Strong planning and organizations skills including the ability to set priorities, meet deadlines and multitask
- Experience in proposal writing/fundraising
- Strong computer skills including a proficiency with Microsoft Office applications (i.e. Word, Excel, Outlook, Access, Power Point and Publisher)



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- The ability to work well independently and in a team environment. Must possess excellent time-management skills.
- Be kind and respectful
- Flexibility
- Must possess a current and valid Driver's License and dependable vehicle.
- +A CPIC (Criminal records check) will be required prior to commencing employment.

Competition Deadline:

• **November 21st, 2018 @ 4:00 p.m.**

Anticipated Start date: Monday, November 26th, 2018.

Successful applicants must meet the following eligibility requirements:

- Must be 18 years of age and older

Please forward/deliver your cover letter, resume, and two employment references to:

Director of Social Services or Main Administration Reception
Wasauksing First Nation P.O.

Box 250
Parry Sound, Ontario. P2A 2X4

Email: dohss@wasauksing.ca

We thank all candidates for their interest however, only those selected for an interview will be contacted. Please note that late or incomplete applications will not be accepted.