



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Position Title: CORDA Secretariat

Posting Type: Internal

Location: Hiawatha, ON

Duration: Full-Time

Posting Closes/Deadline: November 4, 2020 at 11:59 pm

Tentative Interview Date: November 9-13, 2020

Salary Range: \$40,392-\$44,880

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Economic Development - CORDA Secretariat provides administrative support to the CORDA program and Committee. The role of the Secretariat is to work with the citizens of the First Nations across Ontario to support their economic development projects. The CORDA Secretariat will also assist the Economic Development department where necessary, however CORDA responsibilities will be their priority. The incumbent must follow the strategic plans of the organization, adhering to HFN vision and values.

Reporting and Relationships:

This position will be responsible for CORDA related activities and projects to the CORDA committee. All other activities will see this position report to the Economic Development Officer (EDO) as part of the HFN Economic Development team. This position has no direct reports.

This position will have to interact with other First Nations, internal departments, government agencies, political-territorial organizations and citizens of Hiawatha. This position will have an ongoing reporting relationship with the CORDA Committee and may have to sit on committees as directed by the EDO, First Nation Administrator or Council or as required based on the duties of this position.

Main Responsibilities:

- Updating and distributing application packages consisting of the application form and Guidebook annually;
- Screening applications and sending all eligible applications to Committee members for review;
- Preparing letters of acceptance or denial to all applicants, including applicants who are accepted conditionally;
- Preparing and issuing Release of Funds form;
- Reviewing report submissions;
- Maintaining records of application, Committee meetings, decisions and project reports;
- Creating annual reports, summarizing program results, trends, highlights, performance measures and information;
- Abiding by the terms and conditions of the CORDA Committee;
- Working with both potential and approved applicants;
- Promoting the program through presentations and workshops;
- Meeting with the Committee when required;
- Coordinating meetings, drafting the agenda, booking meeting spaces, arranging catering, taking minutes and preparing applications for review;
- Ensuring security of personal information of applicants;
- Maintaining CORDA program documents as required;

- Preparing a proposed budget for CORDA program, in accordance with MNRF agreement, while following all HFN policies and procedures;
- Monitoring the budget throughout the year; watching for posting errors and advising finance if there are budget adjustments required and providing variance reports on a regular basis and when requested;
- Preparing reports for EDO, HFN, Council, funders, committees or other agencies as set out in the funding agreement or as required;
- Preparing paperwork for cheque requisitions for expenses in the department (i.e. payments to vendors);
- Preparing paperwork for invoice requisitions for invoices for travel reimbursements (when required), etc.;
- Adhering to all HFN policies, procedures and values, while working toward overall organizational goals;
- Working within relevant legislations and within funding guidelines;
- Maintaining accurate records and up to date files and ensuring security of those files in accordance with appropriate legislation;
- Ensuring all reports (including financial) are prepared regularly as required and within the deadline;
- Handling all incoming and outgoing communication (mail, voicemail, calls and email) are processed in a timely manner, consistent with providing service excellence;
- Working with co-workers in a positive and effective manner on various initiatives as required;
- Representing Hiawatha First Nation at appropriate meetings as assigned by supervisor;
- Providing administrative and project support as required by the EDO;
- Assisting with proposal development, preparation of Grant applications and project reporting;
- Contributing to special projects through research, community engagement, effective planning and resource support;
- Other duties as assigned.

Requirements:

- Post-Secondary education in Business Administration or other related diploma;
- 2 years relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent.
- Experience in a First Nations setting preferred.
- Must provide a satisfactory CPIC (documentation will be required if successful applicant).
- Valid Driver's License and own vehicle.

Knowledge, Skills and Abilities:

- Uphold Hiawatha First Nation values.
- Good computer skills, including Microsoft Office Suite, databases and adaptability to new systems.
- Experience with common office equipment and working in an office environment.
- Demonstrated experience in proposal applications for funding and grants and report writing.
- Demonstrated experience in presentation skills (to various sized groups and stakeholders).
- Excellent communication skills (oral and written).
- Knowledge and understanding of federal programs and relevant legislation.
- Ability to deal with clients using utmost tact and diplomacy.
- Proven problem identifying and problem-solving skills.
- Proven knowledge of theories and practical processes of business planning and proposal development.
- Ability to work within tight deadlines.
- Ability to work as an individual and as part of a team.
- Well developed interpersonal, public relations and relationship building skills.
- Excellent organizational, time and file management skills.
- Ability to maintain strict confidentiality.
- Ability to liaise with stakeholders.

- Ability to be creative and resourceful in terms of delivering on priorities.
- Demonstrated research, data collection and data analysis skills.

Behavioural Competencies:

- Empathetic and non-judgemental, employing active listening skills.
- Flexible and approachable.
- Honest, respectful and trustworthy.
- Indigenous-centered service approach.
- Results Oriented and Personal Effectiveness.
- Dedication to continuous learning and self-improvement.
- Demonstrate sound work ethic with keen attention to detail.
- Proven ability to work with people of diverse education, cultural and language backgrounds.

Working Conditions:

- Extended periods of sitting with moderate periods of concentration.
- Local travel with some extended travel from time to time.
- Interaction with employees, management, external agencies, funders and the community.
- May have to deal with upset clients from time to time.
- Occasional overtime or requirement to work in the evenings and/or weekends.

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Hiawatha First Nation 123 Paudash Street Hiawatha, ON K9J 0E6 ATTN: Zachary Friar, HRC
By email:	hr@hiawathafn.ca
By fax:	705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 15 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- The tentative interview date(s) are subject to change and are posted for planning purposes only*
- Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- Late applications will not be considered*
- Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.