



***November 08, 2018***

Job Title: Liaison (Part Time, contract)

Employer: ShweMiikaan LP

Duration: Minimum 10 weeks

Location: Various Locations – travel required

Opening Date: November 12, 2018

Closing Date: November 26, 2018

Henvey Inlet, Magnetawan and Shawanaga First Nations have formed a limited partnership to take advantage of the Highway 400 Extension Project and other road construction and maintenance opportunities within their traditional territories. Shwemiikaan Corporation is the general partner of the limited partnership.

Based on a projected 10 years of construction activity and capacity development, Shwemiikaan intends to bid on and participate in the construction of the 400 extension as well as bid on long-term maintenance contracts for Highway 400.

As a priority concern, ShweMiikaan L.P. is now seeking to hire four Coordinators (Liaisons) to develop a communications and awareness strategy.

Reporting to and working closely with the Project Manager, the First Nation Liaisons will be responsible for translating data and creating relationships to support the Project Manager.

Locating employee and workforce data bases that will help identify existing skills and lacking skills in the workforce.

Preparing and delivering a community awareness program to promote employment and training opportunities – using social media, press releases, information sessions and leveraging relationships in the First Nation communities, and friendship centers in the Robinson Huron/Superior Territory.

Maintaining relationships with the Bands and their Ontario Works offices, to make the opportunities known and help connect interested candidates with the training opportunities.

Coordinating an intake process for purposes of updating and maintaining the current workforce/trainees data base

Identifying and implementing strategies and tools that can address barriers to employment identified by the Researcher

Ensuring that the training plan is within a budget that can be covered by likely grants and contributions from the public and private sectors.

## Qualifications

- Relevant degree, diploma, or equivalent five years' work experience in project development/coordination role
- Understanding of construction trades and the needed skills.
- Prior work with First Nations training/economic development/social development.
- Exceptional organizational, time management and problem-solving skills
- Computer literacy, and demonstrated knowledge of various computer software, including Microsoft Office (Word, Excel, PowerPoint, Outlook) is necessary
- Experience in compiling data and writing detailed reports
- Previous experience working within an education, employment and/or apprenticeship environment an asset
- Strong interpersonal and communication skills; must be comfortable with and skilled at public speaking, marketing and presentation
- Proven expertise in building and maintaining strong working relationships
- Specific experience in Shawanaga, Henvey Inlet or Magnetawan First Nations.

Please send resumes/inquiries to Rob Lesage, Manager, ShweMiikaan at [roblesage@shwemiikaan.com](mailto:roblesage@shwemiikaan.com)  
Copy John Garrett <[jomiden@live.ca](mailto:jomiden@live.ca)>

---