



**Equay-wuk (Women's Group)
Employment Opportunity**

PROJECT COORDINATOR

(Temporary position, full time)

POSITION SUMMARY

Working for the project, “**Empowering Women & Youth for the Future**”, the Project Coordinator would promote safety, health, wellness, empowerment and resiliency for Indigenous women and youth living in the Sioux Lookout area.

The Project Coordinator is responsible for workshop delivery to women and youth in Sioux Lookout and nearby communities. The Project Coordinator is responsible for developing culturally appropriate resource materials. These materials are designed to provide First Nation women and youth with the skills and tools for resiliency.

This position will be based in Sioux Lookout ON, serving communities within the Equay-wuk (Women's Group) catchment area. To start immediately, position is from May 14/18 - March 29/19 (46 weeks).

QUALIFICATIONS

1. Appropriate educational qualifications to manage the tasks and responsibilities of the position;
2. Demonstrated experience and skills in working with First Nation people;
3. Knowledge of Indigenous communities, history, culture and traditions;
4. Able to produce culturally based resource materials for First Nation women and their families;
5. Experience in planning and facilitating workshops;
6. Must be self motivated and able to work without supervision;
7. Excellent oral and written communication skills in English;
8. Must be able to maintain confidentiality;
9. Ability to communicate in one or more First Nation dialects of the Sioux Lookout area would be an asset;
10. Administrative skills such a computer, electronic communication and report writing.
11. Current Criminal Records check with a Vulnerable Persons check.
12. Valid Ontario driver's licence would be an asset.
13. Must be willing and able to travel to Northwestern Ontario First Nation communities;

Short term (46 weeks) Contract position, full-time: 30 hours per week

Send updated resume, covering letter and three (3) most recent employment references to:

Equay-wuk (Women's Group)
Box 1781 16 Fourth Avenue
Sioux Lookout ON P8T 1C4

Fax: (807) 737-2699

Email: equaywuk@bellnet.ca

Closing Date: May 3, 2018 4pm

We thank all applicants for their interest, however, only those selected for an interview will be contacted.