



INDEPENDENT FIRST NATIONS ALLIANCE

SIOUX LOOKOUT OFFICE

P.O. Box 5010, 98 King Street, Sioux Lookout, ON P8T 1K6
Toll Free: 1-888-253-IFNA
Tel: (807) 737-1902 | Fax: (807) 737-3501

Project Co-Ordinator (Job #108)

Integrated Emergency Services

Located in Sioux Lookout, Ontario

Independent First Nations Alliance (IFNA) is in Sioux Lookout and offers a rich cultural tapestry influenced by its Indigenous roots, fostering a vibrant community spirit. Known for its stunning landscapes and warm hospitality, Sioux Lookout provides a welcoming backdrop for IFNA's commitment to serving Indigenous communities. Join us in our mission to provide critical services and build a resilient future for our communities.

As the Project Co-Ordinator within IFNA's Integrated Emergency Services, you will report to the Director of IES and coordinate projects encompassing Emergency Management, Fire-Rescue, Medical Response, and Community Safety. Your role extends beyond direct project management, overseeing a team to ensure alignment with organizational goals and prompt community service delivery.

Depending on experience, organizational needs, and readiness to start locally - a candidate may be chosen for a coordinator role but have the ability to grow into a manager position.

Responsibilities:

- **Strategic Planning:** Collaborate with the Director and senior leadership to develop and execute projects aligned with community needs and cultural sensitivities and based on long-term goals.
- **Project Portfolio Oversight:** Manage diverse projects, ensuring quality and adherence to schedules and budgets.
- **Leadership & Team Management:** Mentor and lead a team, fostering collaboration and accountability and knowledge sharing.
- **Risk Management:** Identify and mitigate project risks, providing solutions for complex issues.
- **Stakeholder Engagement:** Maintain open communication to manage expectations and report progress, make decisions and facilitate relationships.
- **Process Improvement:** Implement standard and best practices and methodologies to enhance project efficiency.
- **Reporting:** provide project reporting, monitor key performance indicators and progress plans for leadership and stakeholders.
- **Community Engagement:** Integrate cultural perspectives and collaborate with community leaders to ensure alignment with cultural perspectives.



Position Requirements:

- Post Secondary education in business administration, project management, or related field.
- 2 years experience in project management within Emergency Services, ideally in wastewater, paramedics, security, or firefighting.
- Experience using project management software, preferably Monday.com.
- Class G Drivers License with a clear driving abstract and access to a reliable vehicle
- Local Northwestern Ontario resident preferred.
- Strong understanding of project management methodologies (Agile, Waterfall, etc.) and tools.
- Excellent communication, negotiation, and stakeholder management skills.
- Familiarity with Indigenous communities and organizations; prior experience in an Indigenous organization
- Understanding of Indigenous history, traditions, and beliefs; fluency in Ojibwe or Oji-cree is an asset.

The position required travel to our communities on a frequent basis and work hours can be extended during emergency responses or due to project deadlines.

Please note that only candidates under consideration will be contacted. We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.

Closing Date: This role is posted until filled.

Start Date: ASAP

How to apply: Email your resume and cover letter to recruitment@ifna.ca

Only selected candidates will be contacted for an interview.