

## **Shibogama Technical Services**

### **Internal/External Employment Posting**

#### **Project Coordinator (Solid Waste)**

**(Full-time, Term Position based in Sioux Lookout)**

#### **Position Summary**

As a part of the Shibogama Technical Services department, the Project Coordinator (Solid Waste) will be responsible for undertaking solid waste management initiatives with the Shibogama communities. This includes project coordination and contract administration; partnership and stakeholder relationship building; compliance monitoring; community awareness and education; waste management plan development and implementation; reporting and proposal writing; technical advisory services; and other duties as required.

#### **Required Qualifications and Experience Related to the Position Include:**

- Post-secondary degree or diploma in a discipline pertinent to the job function such as environmental sciences, engineering, etc. or approved combination of education and experience;
- Strong knowledge of solid waste management, 3R's (reduction, reuse, recycling) and pilot programs, and relevant Provincial and Federal legislation;
- Strong knowledge of First Nations governments, community operations & maintenance and community landfilling practices and challenges;
- Experience in office procedures and the use and operation of office equipment;
- Experience in technical writing and applicable computer programs;
- Experience in coordinating projects;
- Experience in coordinating, facilitating and presenting training workshops;
- Excellent communication skills;
- Ability to perform work duties in an organized manner with minimal supervision;
- Willingness to travel when required and possess Driver's licence;
- Fluency in Oji-cree is considered an asset.

Request a full job description from: [lindak@shibogama.on.ca](mailto:lindak@shibogama.on.ca)

Submit cover letter and resume to:

Linda Kitchkeesick, Office Manager

Shibogama First Nations Council

P.O. Box 449, 81 King St.

Sioux Lookout, ON P8T 1A5

[lindak@shibogama.on.ca](mailto:lindak@shibogama.on.ca)

**Deadline: Open until filled**