



**Edkaagmik Nbiizh Neyaashiinigamiingninwag Edbendaagzijig (Coldwater) Trust
Communications and Implementation Lead Role
POSITION DESCRIPTION**

The Trust was established as a result of the Coldwater Land Claim launched in 1991 by four First Nations (Mnjikaning, Beausoleil, Georgina Island and Chippewas of Nawash) which was settled through a negotiation with Canada in 2012. The Board of Trustees, comprised of 5, is responsible for managing the Trust on behalf of its beneficiaries (all living and future members of the Chippewas of Nawash) and ensuring full compliance with the Trust Agreement. www.nawashtrust.ca

PURPOSE: The Edkaagmik Nbiizh Neyaashiinigamiingninwag Edbendaagzijig Trust (ENNET) is seeking applications for a short-term Communications and Implementation Lead consultant to join ENNET to help to accelerate implementation following evaluation of the Trust, support administrative functions as well as support communication with beneficiaries. We are seeking a self-starter, who can work remotely to help achieve the following deliverables. This is a six-month contract that will help to determine future responsibilities and needs moving forward.

Strategy, Reporting and Communications:

- Prepare logistics of Annual General Meeting Meetings in June 2021
- Prepare a 2021 communication newsletter to provide information to beneficiaries
- Review external evaluation carried out by the Trust in 2021 to support implementation of recommendations
- Represent ENNET in select community, committee meetings that have been supported by the Trust to support implementation
- Update Trust website (meeting information, minutes, contact information, updates from time to time etc.)
- Support the 'Per Capita Distribution' process/payments including follow-up with beneficiaries of 18 years and older
- Act as a resource for general Trust questions
- Administer a Trust general email/inbox and distribute emails/queries to trustees
- Provide ad hoc admin support to Trustees when required

Meeting Support for Trustee Meetings:

- Work with the corporate trustee to prepare draft agendas and minutes of Trustee Meetings and ensure approvals and sign-offs. Attend Trustee Meetings (1 meeting per month)
- Prepare reports, correspondence and other documents required by the Trust both in preparation for meeting and to implement decisions following meetings

Programs and Services for Members:

- Assist with revision and an innovative update of the 2021 Call for Proposals
- Develop with the trustees and enhanced process and strategy for proposal review
- Point of contact for Community Members and other partners
- Working with the corporate trustee, compile, verify and record applications, requests and other documents in accordance with established policies and procedures
- Obtain from the First Nation and/or members, detailed proposals for specific programs, services or assistance to members from the Trust in accordance with the Trust Agreement
- Provide information, advice and assistance to members with respect to eligibility and other aspects of programs and services supported by the Trust

SKILLS:

- Excellent written and verbal communication skills
- Proficient in use of MS Office applications, particularly MS Word and Excel
- Proficient in use of Web Browser applications and Internet
- Proficient with email applications
- Excellent organizational and time management skills

KNOWLEDGE & EXPERIENCE:

- Interest in Business Administration/ Finance or an equivalent combination of education and experience

COMPETENCIES:

- An innovative, independent self-starter with attention to details
- A working level of technology skills
- Ability to communicate effectively both orally and written and across teams
- Confidentiality – demonstrates a clear ability to protect confidential information
- Troubleshoot issue and resolve problems

REQUIRED FIELDS:

- Education and experience will be evaluated based on other levels of core competencies
- Ability to manage time and prepare a workplan to meet deliverables
- Approaches the job in an organized and disciplined manner
- Will have the opportunity for training/courses (NATO)
- Must work remotely

Job Type: Part-time Contract Position

Compensation: \$25.00 per hour utilizing a 'fee for service platform'

Terms/duties of the position to be assessed periodically