



EAGLE LAKE FIRST NATION

"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"

P.O. Box 1001 • Migisi Sahgaigan • Ontario • P0V 3H0 • Tel. 807-755-5526 • Fax. 807-755-5696

Internal Job Posting Political Coordinator

POSITION SUMMARY:

Under the direction of Chief and Council the Political Coordinator, will monitor and coordinate Chief and Council's schedules to effectively coordinate and schedule their availability at meetings, engagements and special project meetings both internally and externally. This position involves processing travel claims, budget request forms, booking and confirming accommodations, consultation with agencies to gather meeting information as well as other requests deemed necessary by Chief and Council. Responding to telephone inquiries and managing emails is imperative in this capacity.

Duties/Responsibilities

- Monitor Chief and Council Office Area
- Coordinate Community Meetings
- Consult, plan, liaison with department staff to coordinate meetings with Chief and Council
- Assist with the development of BCRs, monitor, develop, file and register
- Prepare meeting minutes, briefing documents and obtain Chief and Council feedback and approval.
- Fling documents
- Printing, faxing, photo copy documents
- Participate in program budget development and budget monitoring with Finance Department on behalf of Chief and Council
- Consult with external organizations regarding Chief and Council participation at meetings.
- Consult with program Managers for input into Capital Projects for proposal development
- Liaison and update Chief and Council pressing matters
- Be Chief and Councils community link between internal and external agencies
- Prepare briefing materials for Chief and Council
- Communicate with Community Members as per Chief and Council's Direction
- Consult with Finance regarding financial requests and coding requirements
- Other related duties as required

QUALIFICATIONS:

- Thorough knowledge of Microsoft Word, Excel and Internet
- Excellent verbal and written communication skills (ability to write reports, calculate budgets and a variety of communications)
- Excellent oral communications skills
- Works well independently and as part of a team
- Willing to assist with arranging community meetings-minute taking
- Access to transportation and valid Ontario Drivers License
- Awareness of First Nation Culture

Please forward a detailed resume including 3 references to;

Receptionist Mike Henry

Fax: 807-755-5696 or email: eaglereception@migisi.ca

Closing Date: April 22, 2022 by 12:00 p.m.