



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Greenhouse Project Coordinator

<b>Job ID</b>	<b>34-2D-9D-AE-73-76</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=34-2D-9D-AE-73-76">https://careers.indigenous.link/viewjob?jobname=34-2D-9D-AE-73-76</a>	
<b>Company</b>	Native Women's Association of Canada	
<b>Location</b>	Ottawa , Ontario	
<b>Date Posted</b>	From: 2019-09-26	To: 2020-03-24
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$50,000 - \$60,000	
<b>Languages</b>	Bilingualism (French And English)	

### Description

#### Your Work

Collaborate with the Greenhouse project Knowledge Keeper, and other stakeholders to ensure project deliverables are completed and timelines are met

Write reports, factsheets, briefing notes, training materials, and other project documents

Assist the Elders and Knowledge Keeper in the development of a training workshop and guide on growing traditional foods and medicines in a greenhouse and garden

Assist the Elders and Knowledge Keeper with logistical and administrative support for Ceremonies relating to the opening of the Greenhouse

Supervise the Gardener and track their outcomes and progress as it relates to the greenhouse project.

Other related duties as required from time to time.

### Experience

Post-secondary degree or diploma in Business Management, Project Management or other related studies or equivalent lived experience working on Indigenous issues will be considered.

### Education Requirements

Minimum of 2 years' experience working with NGOs, organizations, interest groups and government agencies or business/corporate entities

### Essential Skills

#### Knowledge

The Project Coordinator must have proficient knowledge in the following areas:

Awareness of Indigenous issues in Canada

Awareness of Indigenous Women matters

Office Administration

Project Management Skills

The Project Coordinator must demonstrate the following skills:

Project management skills

Analytical and problem-solving skills

Decision making skills

Effective verbal, presentation and listening communications skills

Effective written communications skills

Ability to effectively use Word, Excel, PowerPoint, Project Manager or other similar office automation tools to develop work plans and complete reports.

Ability to multi-task and prioritize work

Personal Attributes

The project coordinator must maintain strict confidentiality in performing their duties. The project coordinator must also demonstrate the following personal attributes:

be honest and trustworthy

be respectful

possess cultural awareness and sensitivity

be flexible

demonstrate sound work ethics

### **Work Environment**

What We Value

We value diversity, sharing, adaptability and a willingness to learn.

How We Work

Our team is organized to maximize collaboration, information exchange, as well as efficiency. We will be looking at various approaches to organize our teams and foster a great workplace environment, and as such we are open to hearing about your experiences and ideas to ensure we achieve our team objectives as efficiently as possible.

### **Additional Skills**

Assets

Relevant experience working or volunteering with Indigenous peoples, groups or organizations

Relevant experience working or volunteering with Not-For-Profit organizations or corporations.

Experience organizing workshops or training sessions.

### **Other**

Preference will be given to Indigenous candidates.

Only those selected for an interview will be contacted.

Interviews will be held in Ottawa or by teleconference.

### **How to Apply**

Send CV and Cover letter to [Apply@NWAC.ca](mailto:Apply@NWAC.ca)