



GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE

## EMPLOYMENT OPPORTUNITY

### Grand Council Treaty #3

**Position Title:** Health Council Coordinator  
**Salary Scale:** \$43,000 to \$51,000 annually  
**Location:** Grand Council Treaty #3 Administrative Offices  
**Closing Date:** February 3<sup>rd</sup>, 2012  
**End Date:** Contract until March 31, 2012 (possible extension pending funding)

The Health Council Coordinator is responsible to provide project coordination, analysis, communications and administrative support to the Grand Council Treaty #3 Health Council and Grand Council Treaty #3. The Council Coordinator will identify emerging issues regarding challenges and opportunities that may affect the communities of Grand Council Treaty #3 and will contribute to the development, implementation and project monitoring on strategic directions as well as leading and implementing specific projects in liaison with the Grand Council Treaty #3 Health Council, Grand Council Treaty #3 and the Social Sustainability Chiefs Committee representatives. The Health Coordinator will:

- Coordinate Council consultation and engagement processes as related to strategic program and communication projects;
- Plan, lead and track continuous improvement and development of project management methodology, processes and templates;
- Draft and distribute reports and lead project to successful completion while respecting timelines;
- Organize and participate in Steering Committees and working groups;
- Liaise with internal and external stakeholders ensuring they are kept up-to-date with the Health Council's strategic directions and project developments;
- Develop and present workshops to stakeholders to support the successful completion of the projects;
- Maintain database and record management systems.

### Preference will be given to Candidates with the following qualifications:

- Successful completion of a university degree or advanced professional degree with a minimum of 2 years work experience in a related field;
- Sound knowledge of health policy, health programs and services within the Treaty #3 Territory;
- Proficient in MS Office Suite with proven keyboarding skills;
- Demonstrated ability to work independently and in a team environment;
- Sound organizational skills;
- Commitment to respecting timelines;
- Excellent interpersonal, communication, organizational and facilitation skills;
- Valid Drivers License;
- Ability to communicate in Ojibwe is considered an asset.

The ideal candidate will be a self-starter who demonstrates strong leadership abilities and has proven organizational and facilitation skills. Please forward a covering letter and resume that clearly indicate how you meet the qualifications for this position to:

Skip Gryschuk, Executive Director  
Grand Council Treaty #3  
P.O. Box 1720  
Kenora, Ontario P9N 3X7  
Fax: (807)548-5041  
Email: [executive.director@treaty3.ca](mailto:executive.director@treaty3.ca)

We thank all candidates for applying; however only those selected for further consideration will be contacted. A criminal record check is required prior to an offer of employment.

*The Grand Council Treaty #3's dedication to excellence is completed by its profound commitment to building and sustaining a self-dependent Nation for Grand Council Treaty. Individuals from the Anishinaabe Nation in Treaty #3 are encouraged to apply.*