



Sioux Lookout Area Aboriginal Management Board SLAAMB

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April 29, 2024

External Posting Project Officer

Sioux Lookout Area Aboriginal Management Board (SLAAMB) Sioux Lookout, On.

Application:

Sioux Lookout Area Aboriginal Management Board (SLAAMB) seeks a strong team member to be responsible for promoting and delivering SLAAMB services and programs to Sioux Lookout catchment First Nations. Project Officer will assess project proposals, case management, contracts and monitor approved projects. The prime objective for the Project Officer is to provide assistance to the community groups/employers in development of short and long term training and employment projects/plans and support to the Coordinator, Assistant Coordinator, Finance Officer, Finance Clerk, Data Entry Clerk and other support staff. The primary focus of the Project Officer's work will be on the ASETS (Training and Employment Program) issues and initiatives within the First Nation Communities.

Responsibilities:

1. Receive, assess and negotiate proposals for funding under SLAAMB program guidelines;
2. Analyze, evaluate and negotiate proposals and make recommendations to the SLAAMB's Board of Directors;
3. Provide assistance to SLAAMB catchment area communities, organizations and individuals in the preparation of proposals and training plans;
4. Act as a resource person to SLAAMB catchment area and organizations concerning possible funding sources other than Employment and Social Development Canada (ESDC);
5. Develop and assist community groups/employers in development of short and long term training and employment projects/plans on established priorities;
6. Interpret programs and funding criteria to potential sponsors to ensure that the terms and conditions under which proposals are developed are understood;
7. Prepare and finalize contractual agreements for approved projects, ensuring legal and program requirements are met;
8. Monitor approved projects by visits to project site or telephone contact as appropriate a minimum of three times during the duration of the projects;
9. Follow-up on inquiries from sponsors with respect to payments outstanding as well as audit inquiries. Ensure that payment stubs, time sheets and narrative reports are filed in the project file.

Qualification:

1. Grade 12 education or equivalent is required.
2. Strong math, verbal and written communication skills are required.
4. Previous proposal preparation experience is an asset.
5. Familiarity with computers and willing to learn computer programs used at SLAAMB.
7. In-depth knowledge of the people, culture, socio-economic profiles and geographical area of the Sioux Lookout District First Nations.
8. Must be willing to travel and submit Criminal Record Check.
10. Ability to speak Oji-Cree, Ojibway or Cree is an asset.
11. Be cleared to do EI verification checks on clients.

Please forward your resume with three references to:

Mary Tait, Coordinator
Sioux Lookout Area Aboriginal Management Board (SLAAMB)
P.O. Box 56, Sioux Lookout, Ontario
P8T 1A1

Tel: (807) 737- 4047

Fax: (807) 737- 4048

Deadline for submission is Tuesday May 14th, 2024 - 4:30 pm.