



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

Employment Opportunity

Position Title: Climate Change Program Assistant

Salary: Commensurate with qualifications and experience.

Location: Grand Council Treaty 3 Administrative Offices, Kenora, ON

Closing Date: November 28, 2016 at 4:00 p.m. (late applications will not be considered)

JOB OVERVIEW

Grand Council Treaty #3 is seeking a Climate Change Program Assistant to support the work of the Territorial Planning Unit Team and Climate Change Specialist. Grand Council Treaty #3 is launching a climate change program to engage Treaty #3 communities on climate change initiatives, which will culminate in the development of a Treaty #3-specific climate change strategy that considers culturally-appropriate mitigation and adaptation measures. The Program Assistant's role is to fulfill a broad array of support functions and occasional research assistance.

ACCOUNTABILITIES

- Assist the Climate Change Specialist with the organization and coordination of various internal and external meetings related to the climate change program.
- Carry out literature reviews and conduct background research on climate change, carbon offset programs, and/or issues as directed by senior staff in the TPU.
- Contribute to drafting and editing briefs, blogs, communications, and reports related to the climate change program.
- Provide other research, writing, and editing support for various reports, documents, and web content related with the program.
- Translate or arrange for the translation of technical and other reports into Anishinaabemowin for the benefit of all Treaty #3 members.
- Manage and track discussion papers, reports, policy papers, or other related documents on Ontario's environmental registry.
- Liaise and engage with Treaty #3 members, including Youth, Elders, and Leadership, on issues related to the program.
- Provide administrative support to senior TPU staff.
- Perform other duties as necessary.

JOB REQUIREMENTS

- 1-2 years of professional experience, preferably in an administrative support role;
- Outstanding organizational skills;
- Effective oral communication skills;
- Excellent proficiency in writing;
- Knowledge of climate change issues helpful though not strictly necessary;
- Ability to work effectively and quickly under pressure;
- Flexibility and able to prioritize;
- Understanding of Anishinaabe culture and customs; and
- The ability to speak and write Anishinaabemowin is preferred, but all qualified and interested individuals will be considered.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Jeffrey Ross, TPU Director
Grand Council Treaty #3
P.O Box 1720
Kenora, Ontario P9N 3X7
Fax: 807.548.5041
Email: tpu.director@treaty3.ca

We would like to thank all candidates in advance for their interest in this position. However only those being considered will be contacted.