



# TEMAGAMI FIRST NATION

**BEAR ISLAND**  
**LAKE TEMAGAMI, ONTARIO P0H 1C0**  
TEL 1.888.737.9884 or 705.237.8943  
tfn@temagamifirstnation.ca  
www.temagamifirstnation.ca

## Employment opportunity

<b>JOB TITLE:</b>	<b>Constitution Task Force Coordinator</b>
<b>PRIMARY FUNCTION:</b>	<p>The purpose of the task force is to focus on emerging priorities within our Tribal Constitution. The Task Force will establish band member engagement, education and awareness with respect to any proposed amendments to the Tribal Constitution.</p> <p>The coordinator will fulfill all administrative requirements to support the Task Force. The worker will also lead any research requirements to support the Task Force.</p>
<b>REPORTING RELATIONSHIP:</b>	The position reports to the Past Annuities Compensation Lead
<b>SALARY RANGE:</b>	In accordance with TFN salary grids and commensurate with education and experience
<b>TERM OF EMPLOYMENT:</b>	Contract position 35 hours per week End March 31, 2026
<b>LOCATION:</b>	Hybrid (in person Bear Island MGM & remote)

### Main Responsibilities:

- Provide administrative support and assistance to the Constitution Task Force;
- Communicate effectively and use a professional approach with all staff, members, citizens and other stakeholders;
- Type forms, letters, reports, memos and generate meeting minutes as necessary;
- Administer inbound/outbound mail, including priority post, packages, courier services, and other correspondence;
- Organize, maintain, and coordinate office records, research data and files in a proper location;
- Assist with coordination of applicable events such as meetings, information sessions, workshops, special events and gatherings;
- Arrange and book local meetings, caterers, meeting requirements, off-site conference sites and ensure all meeting requirements are met;
- Coordinate travel advances and arrangements for the team, this may include speaking with representatives and conducting research into events. Arrange complex and detailed travel plans, itineraries and agendas including expense reimbursement;
- Willing and able to travel and work varied hours, including evenings and weekends;
- Conduct research as directed by the Constitution Task Force; analyze data, report findings to the Task Force;
- Ensure deadlines are maintained as directed by Constitution Task Force;



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- Maintain confidentiality;
- Other duties as required

## **Qualifications:**

- Relevant education and/or work experience in the field of office administration
- Relevant education and/or work experience in the field of research
- Proven knowledge of data collection and analysis methods
- Valid driver's license and ability to be insured
- Knowledge of Temagami First Nation and Teme Augama Anishnabae's values, culture and traditions
- Strong written and verbal communication skills, task orientated with strong attention to detail
- Excellent people skills including collaborating with individuals and groups in a multidisciplinary setting
- Proficient with computers and data analysis and management
- Strong records maintenance skills to maintain databases, filing systems and minutes management
- Detailed orientated with proven organizational and time management skills
- Ability to work effectively in a team environment or independently; available to work some evening and weekends as requested
- Ability to work in a dynamic environment
- Resourcefulness and flexibility
- Ability to work in a hybrid environment (in person (Bear Island MGM) and remotely)