



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

MARINE LIAISON OFFICER TRAINEE - PART TIME

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| PROGRAM AREA: | ADMINISTRATION |
| POSITION TITLE: | MARINE LIAISON OFFICER TRAINEE |
| REPORTING PROTOCOL: | REPORTS DIRECTLY TO THE FIRST NATION MANAGER/CEO |

POSITION SUMMARY: The Marine Liaison Officer will act as the liaison between the Chippewas of Kettle & Stony Point First Nation and the Canada Coast Guard. This position is central to the Chippewas of Kettle & Stony Point First Nation's involvement with the Canada Coast Guard to build capacity for monitoring the safety and protection of the marine environment. The successful candidate will use their leadership skills to recruit volunteers and coordinate special events to promote the establishment of a Search and Rescue Volunteer Team. The successful candidate will be responsible for the development of protocols to coordinate efforts between departments, external agencies, stakeholders with the Canada Coast Guard to implement the program. The successful candidate will handle coordination and hosting of meetings, special events to introduce and develop the program under the guidance of the Canada Coast Guard.

SKILLS AND REQUIREMENTS:

- Excellent communication skills, written and oral.
- Proficiency with Microsoft 365 programs, Word, Power Point, Outlook, and research.
- Ability to prepare power point presentations and communication releases.
- Organization and coordination of administrative abilities.
- Facilitation skills to host workshops and present information.
- Ability to work independently and meet deadlines.
- Experience developing and managing budgets and workplans.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Grade 12 or GED.
- Post Secondary education in Police Services, Emergency Response, Social Sciences, Crisis Management.
- A combination of education and professional development certification.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – July 4, 2024, by 4:00pm

TO: Chippewas of Kettle & Stony Point First Nation,

ATTN: **HR – Marine Liaison Officer Trainee**

Email to: hr.assistant@kettlepoint.org

Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON, N0N 1J1

Fax: 519-786-2108

A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org

Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT