



# RAINY RIVER FIRST NATIONS

is seeking personable and outgoing individual to join our team as  
**GOVERNANCE AND PLANNING COORDINATOR**  
**(Temporary Full Time Position-7 Months)**

The purpose of this position is to develop an advisory board, policies, and procedures to facilitate successful operations specific to a heritage site. This is a **Temporary full-time** position for 7 months.

This position will report to the Administration Manager at Kay-Nah-Chi-Wah-Nung Historical Centre (KNCWN).

## The successful candidate will be responsible for:

- Working proactively with the Administrative Manager, the Manager of Administration and Chief & Council to develop necessary policies and procedures for KNCWN in alignment with the goals of the institution(s).
- Circulating information to foster a connection between management, staff, and the Band office to ensure all hold the same level of information regarding the policies/procedures and advisory board.
- Developing and implementing a plan to formulate an advisory board to support KNCWN.
- In partnership with Chief & Council selecting advisory board members and conducting necessary training.
- Maintaining attendance logs and minutes for early advisory board meetings.
  - Selecting one individual and training them to do so in the future.
- With the assistance of Chief & Council and external supports developing a strategic plan for the future of KNCWN.
- Greeting and escorting groups throughout the interpretive centre and exhibits; providing information about history and culture.
- Providing outdoor tours of the trails, sharing points of interests via golf carts, biking, and walking.

## Education and Experience:

- Business certificate Or Degree from an accredited college or university.
- 1 year of experience in a related work environment Minimum Grade 12; or currently enrolled in high school.
- Experience in a non-profit institution is an asset.

## Necessary Knowledge, Skills and Abilities:

- Knowledge and understanding of the structure and functions of a historical site/museum institution.
- Excellent written and verbal communication skills; proven experience in presenting information in a variety of formats.

## What you need to know:

- Must be able to provide a current Criminal Record Check and vulnerable sector screening satisfactory to the First Nation.
- Must adhere to the Rainy River First Nation Drug Testing Policy.
- COVID-19 Vaccination (double) required.
- Must have the ability to work flexible hours, which may include evenings and weekends.
- Must have a valid Ontario Driver's Licence and access to a vehicle.
- Will be collaborating closely with Rainy River First Nations Chief & Council.

340 Ross Road, Box 100  
Stratton, ON, P0W 1N0 Canada

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E. mounds.rfn@bellnet.ca

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Please apply through e-mail or in writing by 4:00 PM on **Monday August 22 2022**. Application must include a cover letter, current resume, three (3) references with permission to contact these references.

Please submit application to:                      Rainy River First Nations  
   P.O. Box 450  
   Emo, On P0W 1E0  
   Email: [jobs@rrfns.com](mailto:jobs@rrfns.com)

If you require further information, please contact Natalie Nachtman at 807.483.1163.

We thank all applicants. Only those selected for an interview will be contacted.

The Rainy River First Nations is an equal opportunity employer. Accommodation is available for applicants with disabilities in the recruitment process upon request.

This position is funded by Canadian Heritage.