



## Community and Projects Relations Lead

### Company Background

**Opiikapawiin Services LP (“Opiikapawiin”)** was established by a partnership of 24 First Nations in Northwestern Ontario. The 24 First Nations partnership is also majority owner in Wataynikaneyap Power, a transmission company building 1800km of new transmission line to connect remote First Nations to the provincial grid. Opiikapawiin is primarily responsible for administering projects and programs for Wataynikaneyap Power relating to community engagement, community readiness, education & training, business readiness, stakeholder engagement, communications, and capacity building. Opiikapawiin will also support the First Nations partnership in the management of its investment in Wataynikaneyap Power, which includes raising equity for the First Nations interest in the transmission project.

### Job Description

The **Community and Projects Relations Lead** will be 2-year contract position with the possibility to extend the position beyond. The Lead will be reporting to the **Indigenous Participation and Engagement Manager** and working collaboratively within a dynamic team environment. This role plays a key part in supporting day-to-day engagement activities, including planning, data collection, and reporting functions. This position requires strong organizational skills, attention to detail, and a commitment to respectful and effective engagement with Indigenous communities.

The Community and Projects Relations Lead will represent Opiikapawiin Services in a professional manner at all times. The person in this role will work directly and collaboratively with the teams from Opiikapawiin Services.

***Since Opiikapawiin Services is an organization that provides services in First Nations communities, the ideal applicant will possess a demonstrated knowledge of First Nations protocols, language, and culture.***

### Duties and Responsibilities

#### Indigenous Engagement responsibilities;

- Coordinate and maintain community engagement schedules, including initial planning, updates, rescheduling, and follow-ups.
- Provide logistical support for engagement activities, including booking venues, managing checklists, cancellations, and travel.
- Attend and support meetings in person, including travel logistics, setup, equipment handling, and real-time assistance.
- Oversee procurement and management of supplies and equipment needed for community engagements, ensuring readiness and accountability.
- Coordinate presentation material preparation, printing, and distribution.
- Prepare, record, transcribe (including Indigenous languages), finalize, and distribute meeting notes and attendance records.
- Support the creation and dissemination of community communication materials (posters, notices).
- Maintain up-to-date contact lists and provide technical/admin support to community coordinators as needed.
- Support Community Relations Coordinator with engagement-related reporting and tasks.

#### Records Management responsibilities;

- Maintain and update the project’s engagement database, ensuring all communications are accurately catalogued and compliant with regulatory and project management requirements.
- Maintain up-to-date databases and SharePoint entries on engagement activities, following all procedures for storage and maintenance of records.

- Track and monitor commitments made by the Project relating to engagement with Indigenous communities.
- Utilize the systems to monitor and report on:
  - Tasks, issues, actions, and commitments.
  - Key performance indicators outlined in various project document.
- Participate in the implementation of a document management system, including receiving, logging, and filing project-related documents.
- Coordinate with project team management to ensure timely follow-up and submission of engagement records.
- Assist the Engagement Management with:
  - Tracking project-related issues and action items.
  - Developing plain-language updates and communication materials for community members.

**Community and Projects Relations responsibilities:**

- Managing community engagement activities and communications between Indigenous community members and the Contractor including:
  - Meeting with the Contractor to discuss any issues or questions arising from any communications with the community members or leaders.
  - Providing feedback and insight to the Contractor on any community perspectives that might impact the construction of the Project, and in turn providing feedback and insight to the community members on any Contractor perspectives that might impact on the construction of the Project.
  - Coordinating community or other social events in community.
- Coordinating community information and awareness events and information campaigns with respect to the work to be undertaken by the Contractor, and with the objective of ensuring that community members are provided with timely information regarding material developments in the construction of the Project.
- Coordinating meetings between the Contractor and community leadership, as required.

**Other Responsibilities May Include:**

- Assisting the staff with various projects during periods of high activity.
- Transcribing other meeting notes and taking minutes, as needed.
- Supporting the development of engagement documentation and preparing reports for management.
- Duties will include moving and lifting up to 25 lbs boxes for events.

**Qualifications**

**Education & Experience:**

- Education equivalent to completion of two years of college-level coursework in business or a field related to the work and three years of office administrative, leading experience in the area of above description; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

**Required Skills**

- Proficient computer skills, including experience with Microsoft Office Suite and SharePoint.
- Strong attention to detail and data management skills, with experience using both online and desktop tools to support efficient workflow integration.
- Administrative and office management skills, including experience with filing systems and document control.
- Excellent written and verbal communication skills.
- Strong analytical skills for identifying and resolving problems effectively.
- Demonstrated discretion and the ability to handle sensitive and confidential information appropriately.

- Proven ability to work in a fast-paced, team-oriented environment.
- Accurate typing, copying, filing, and document retrieval skills with a focus on error-free execution.

**Additional Assets and Experience**

- Strong understanding of Indigenous cultures, protocols, and community dynamics in Northwestern Ontario.
- Knowledge of the economic, social, and political context of Northwestern Ontario, and/or experience working with remote or northern communities.
- Verbal communication skills in Indigenous languages spoken in Northwestern Ontario are not required but are considered a strong asset.
- Possession of a valid Class “G” driver’s license.

**Employment Type, Location, and Start Date**

**300 Anemki Place, Suite “C”**

**Fort William First Nation, Ontario**

This position will work Monday to Friday within normal business hours.

**Compensation**

Negotiable, based on education & experience.

**Application & Deadline**

Applications shall include a resume, cover letter, and attached references including the most recent employer and at least two others. Applications will be accepted until September 8, 2025.

Applications must be directed by email to:

**Opiikapawiin Services LP**

Attn: Lucie Edwards – Chief Executive Officer

[l.edwards@oslp.ca](mailto:l.edwards@oslp.ca)

Subject: Community Projects and Relations Lead

Applicants may be required to submit a criminal background check.

More information on Opiikapawiin Services LP can be found at [www.oslp.ca](http://www.oslp.ca). We wish to thank in advance all those who submit applications. **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED** and only the successful candidate will be notified.