



Community and Projects Participation 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 Participation Lead** will be a 2-year contract position with 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 also requires strong organizational skills, attention to detail, and a commitment to respectful and effective engagement with Indigenous communities.

The Community and Projects Participation 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 Participation responsibilities.

- Support event coordination in the community related to project expectations.
- Organize content and develop presentations, reports, and information bulletins.
- Provide support in engaging Elders with events, workshops and other community and project related activities
- Assist in ensuring tasks and deliverables are met with the various projects Opiikapawiin has initiated.
- Maintain community contact list and other contact information relation to Indigenous Business and Employment activities.
- Assist in reviewing and tracking of performance indicators of Indigenous Participation requirements.
- Communicate to Participating First Nations businesses the requirements to participate on Projects.
- Record and track procurement-related communication activities.
- Analyze, assess and monitor project progress.
- Participate in recruiting efforts and support in advancing workers from the communities with the skills necessary for employment in the energy sector, or other industries.
- Participate and support in the training planning activities.
- Assist in identifying and preparing materials for business readiness activities.
- Identification and contact of PFN Businesses (FN business/individual member business) that can provide support to operations activities as needed. Maintaining data on available businesses/services.
- Participate and provide updates at regularly scheduled meetings to ensure clear communications between teams on various project activities.

Community and Projects Participation responsibilities:

- Assisting the Contractor in satisfying the Contractor's Indigenous commitments, requirements, and obligations.
- Actively identifying, recruiting, and retaining Indigenous individuals from communities for employment on the Project.
- Assisting in monitoring the progress, quality, and safety measures of subcontractors;
- Supporting the development and delivery of work readiness and training programs for community members to work on the Project.
- Supporting the development and delivery of business readiness initiatives and supports for business of community owned businesses.
- Assisting with procurement of Indigenous businesses; and
- Assisting with managing relationships with Indigenous businesses.

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, supervisory or lead experience in the area of assignment; 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.
- Experience working with and analyzing large datasets.
- 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

Subject: Community and Projects Participation Lead

Applicants may be required to submit a criminal background check.

More information on Opiikapawiin Services LP can be found at 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.