



Sioux Valley Dakota Nation  
Employment Opportunity  
**Project Coordinator:**  
**Water Agency & Priorities Project**  
*Self Government*  
Contract, Term (March 31<sup>st</sup>, 2023)

**POSITION SUMMARY:** The Project Coordinator will conduct engagement with Sioux Valley Dakota Nation members, and complete a report in accordance with the project activities and objectives.

**PROJECT ACTIVITIES & DUTIES:**

- Develop an Elder's Advisory Committee to provide guidance and traditional knowledge
- Develop a community engagement plan for outreach to various segments of population in the community and off SVDN lands and conduct community engagement with focussed sessions with various groups (youth, elders, women, men harvesters, etc.) of community members
- Develop communication materials for education purposes (power point, posters, social media & website)
- Conduct a legal/technical review of "What We are Hearing" report and develop a draft final report for Environment and Climate Change Canada (ECCC) and present to community and leadership for review, feedback, and approval
- Finalize the report for Environment and Climate Change Canada (ECCC) to review
- Ensure that all aspects of a project are organized and in conformance with timeline and deliverables requirement
- Develop and maintain project performance database that tracks overall progress and achievement of milestones
- Serve as point of communication between all stakeholders
- Other duties as assigned

**QUALIFICATIONS:**

- Experience with Microsoft Office software
- Must be organized and detail oriented
- Strong written, verbal, and presentation skills
- Three or more years of experience in project coordination
- Experience in coordinating teams and clients
- Proven success in a corporate setting, working with all levels of management
- Valid Manitoba Class 5 Driver's License is an asset

**Competition Number: 2022154**

**APPLICATION DEADLINE: December 30, 2022, at 4:00 p.m.**

**Submit Cover letter and Resume indicating Competition Number:**

Human Resources Department  
Sioux Valley Dakota Nation  
P.O. Box 38  
Griswold, Manitoba R0M 0S0  
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E-mail: hrapplications@svdngovernance.com

*We thank all who apply but only those selected for an interview will be contacted.*