

Project Manager

Employer: Batchewana First Nation

Posted: 3 months ago

ES Job ID: 13942

Sector(s): Executive and Management

Closing Date: March 24, 2023

Location: Sault Ste. Marie

Duration: N/A

Job Description:

Project Manager

Batchewana First Nation

Salary Range: \$71,302-\$79,568

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the northeastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases:

Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

Summary of Position

The Project Manager (PM) is responsible for all stages of project management for various initiatives including capital projects. The PM uses standardized frameworks to bring efficiency, engagement and transparency through all stages of projects including scoping, planning, executing, and delivering projects on time, within budget, and in accordance with specifications and outcomes. The Project Manager will engage in feasibility discussions, define project requirements and scope, acquire resources, and guide/organize cross-functional team efforts.

Key Duties & Responsibilities

- Establishes standardized methodologies for project management in order to build efficiency, collaboration and transparency. This involves duties such as identifying and implementing technology and tools, communicating requirements of project phases, critical paths and working with staff to ensure steps and actions are undertaken in line with project deliverables
- Ensures project stakeholders are informed and understand project requirements and status through efforts that include conducting project communication meetings, delivering presentations and analysis and maintaining project documentation.
- Provides coordination for all phases of projects by performing duties that include drawing on subject matter experts, internal and external resources and partners to develop project analysis, scope, costs, schedule and quality of deliverables
- Ensures that policies and procedures from various functional areas are followed and identifies where omissions or existing processes could be improved.
- Monitors project resources and budgets including contractor management in order to ensure quality, efficiency, integrity and cost effectiveness of project work; this includes contract management, participation in tendering processes and early identification and management of

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scope changes.

- Creates project management methodology and documentation including forms, manuals, reports, data files, and procedures, ensuring that these processes and procedures are visible and adopted.
- Ensures compliance with GAAP strategies, standards, methodologies and best practices

What Can We Offer You for All Your Hard Work?

- Group Insurance Benefits- Life, LTD, Medical, Dental and Vision Coverage
- Pension Plan- BFN will match Employees contribution
- Paid statutory Holiday and Monthly sick time

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding Treaty rights.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program

Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.

Required Skills:

Qualifications & Experience

- University Degree in Business Administration/Economics or related field
- Accreditation in project management is an asset
- 5 years of progressive experience in project management with a high degree of complexity
- 2 years working with a First Nation community or related organization

Knowledge, Skills & Abilities

- Demonstrated success in project delivery and employment of project management methods
- Adept at collaborative leadership and motivating others
- Ability to estimate project resource requirements
- Ability to prepare presentations and conduct effective meetings
- Knowledge of financial, accounting, and business practices
- Excellent communicator through various methods and adapt approach based on the audience
- Highly effective negotiation, diplomacy, and conflict resolutions skills
- Strong problem identification, critical thinking and problem resolution skills
- Ability to build and maintain lasting relationships
- Ability to drive a project team to meet goals and objectives
- Demonstrated integrity and high ethical standards
- Knowledge of Indigenous history, culture and territory

How to Apply:

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How to Apply & Deadline:

Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Project Manager (PM)

We thank all applicants for their interest, however only those selected for an interview will be contacted

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