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Project Manager – ACFN Holy Angels Truth and Scanning Initiative

Staffing Process Number: ACFN-2024-026

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) **Project Manager** role for a short-term contract; the successful candidate will be responsible for day-to-day coordination, support and development of the Holy Angels Truth and Scanning initiative for the Athabasca Chipewyan First Nation (ACFN).

This contract is expected to be five (5) months in duration to end on or before April 1, 2025, *with the possibility of extension*. This opportunity is in-person work in Fort McMurray, or Fort Chipewyan, AB. ***Travel to Fort Chipewyan community will be a requirement.***

GENERAL RESPONSIBILITIES:

As a Project Manager, you will:

- Work effectively within a team, applying strong knowledge of Dene and Métis culture.
- Lead the organization of archival research, community engagement, and knowledge gathering; establish connections with the National Center for Truth and Reconciliation (NCTR) to access relevant data and coordinate a data-sharing agreement.
- Strategically develop, manage, and monitor project budgets, ensuring resource efficiency and alignment with project objectives.
- Oversee the trauma-informed collection of survivor testimonies, ensuring respectful and supportive processes throughout interviews.
- Establish, manage, and maintain a comprehensive, secure database to organize and safeguard all information collected for the project.
- Drive awareness and engagement in the truth-finding project, with a focus on the history of the Fort Chipewyan Holy Angels Residential School.
- Plan, organize, and facilitate healing events where community members can participate meaningfully, offering both in-person and virtual options to maximize accessibility and participation.
- Identify and allocate necessary resources (financial, human, technological) to execute the project effectively.
- Recruit, coordinate, and engage volunteers to support the project initiatives.
- Exhibit exceptional communication, organizational and time-management skills, with the ability to prioritize tasks and make sound decisions promptly.
- Coordinate and organize cultural events, including round and tea dances, to foster community connection.
- Prepare and deliver consistent weekly and monthly progress reports, including financial reports that document all deliverables and project milestones.
- Demonstrate advanced proficiency in computer applications, including Adobe and Microsoft Office 365 (Outlook, Word, Publisher, Excel, PowerPoint) as well as ZOOM/Teams and social media platforms (Facebook, Instagram, etc.).

QUALIFICATIONS:

- Degree in First Nation Studies, Education, Social Sciences, or an acceptable combination of a High School Diploma (Grade 12), training and three to five (3-5) years of related experience preferred.
- Ability to articulate ideas clearly and concisely, both verbally and in writing, to effectively convey messages to the target audience.
- Capability to build relationships, establish rapport, and connect with diverse individuals and groups to foster engagement.
- Ability to align engagement efforts with organizational goals and objectives and develop long-term plans that drive meaningful outcomes.
- Understanding of digital marketing social media tools, and techniques to reach intended audiences.
- Valid Class 5 Driver's License, and own or access to a vehicle.
- A willingness to work evenings, weekends and holidays, as required.
- Willingness to work in a diverse workplace.
- Willingness to sign a Confidentiality Agreement.
- Must be able to travel to Fort Chipewyan is a condition of the contract.

How to apply: Interested candidates are invited to submit via e-mail, a letter of interest and a résumé, in confidence to HR@acfn.com. Please identify in the subject line: **Staffing Process Number: ACFN-2024-026**.

Closing Date: Resumes will be accepted until November 19, 2024.

Questions? Please e-mail: HR@acfn.com

Marsi chogh/ Thank you to all who apply, however, only those selected for an interview will be contacted

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis).