

JOB DESCRIPTION: Harvesters Support Grant Manager

DATE: March 7, 2024

Job Summary

The Harvesters Support Grant Manager is responsible for promoting and delivering the Harvesters Support Grant (HSG) project to 18 First Nation, eligible for the Nutrient North Canada program. In particular, he or she will assist with the planning of the harvesting of the foods from the land and workshops of various training initiatives and monitoring the approved project activities.

Accountability

The Harvester Support Manager is accountable to the Executive Director.

Major Duties and Responsibilities

1. Assist, participate in and select or recruitment of harvesters.
2. Prepare the participant's information and application form.
3. Provide aid to the harvester's training needs.
4. Act as a resource person to the community's harvesters.
5. When required, provide information on HSG project activities to the Sioux Lookout Area Aboriginal Management Board (SLAAMB).
6. Develop and assist community groups in the development of Food Sharing Activities to feed the Elders, babies, and other vulnerable people.
7. Monitor project supplies and ensure harvesters are utilizing the equipment.
8. Analyze and recommend systems and/or procedures to the HSG projects;
9. Prepare and finalize contractual agreements for approved projects, ensuring legal and program requirements are met;
10. Monitor approved projects by staff visiting the communities at least once a year.
11. Follow up on inquiries from your community partners.
12. Attend meetings with other partners by Teams.
13. Performs other related duties.

Standards of Performance

1. Prepares contractual agreements in a timely manner.
2. In all contracts, treat clients and the public in a professional and courteous manner.
3. Treats confidential information appropriately.
4. Works effectively with a minimum of supervision and is proactive in identifying and solving problems on his/her own.
5. Works productively and professionally as a member of the SLAAMB/HSG team, actively participating in meetings as requested and maintaining cooperative working relationships with all staff and clients.
6. Is willing to acquire new skills and knowledge required to fulfill the position's roles and responsibilities and sees learning and development as a part of his/her job.
7. Manages time effectively (manages workload efficiently, punctually, and reliable attendance).
8. Is able to adapt effectively to changes in workload or work environment.
9. Shows strong commitment to excellence and accuracy in work prepared.
10. Must be able to work in Sioux Lookout office.

Qualifications

1. Grade 12 education or equivalent is required.
2. Strong work skills are essential.
3. Strong verbal and written communication skills are required.
4. Previous proposal preparation experience is an asset.
5. Familiarity with computers is required and must be willing to learn computer programs used.
6. Must have knowledge of the services and programs provided.
7. Must have in-depth knowledge of the people, socio-economic profiles, and
8. Ability to speak Ojibway-Cree, Ojibway or Cree is an asset.

Closing Date: Friday, April 5, 2024