



ANISHINABEK NATION

“To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood.”

EMPLOYMENT OPPORTUNITY

Cannabis Strategic Planning Coordinator

Location: Anishinabek Head Office, Nipissing First Nation

(Due to the current pandemic, Anishinabek Nation employees are currently working remotely)

Contract position to September 30, 2022 with possibility of extension.

(Benefits package after successfully completing 3 months of employment.)

The Cannabis Strategic Planning Coordinator is responsible for promoting cannabis education, awareness and harm reduction through the development and implementation of a two-year strategic plan that will include the development of tools, resources, and training for frontline workers and the citizens of Anishinabek First Nations. Project outputs, including pamphlets, newsletters, training sessions, workshops, etc., will target the 60,000 citizens that make up the Anishinabek Nation, which represents 39 member First Nations in Ontario. Resources and tools will be developed in both English and Anishinaabemowin and will be digitized to ensure continued use beyond the term of this project.

QUALIFICATIONS:

- Post-secondary Health-related Degree/Diploma/Certificate;
- Minimum of two years' experience working in a social or health position;
- Working knowledge of Cannabis laws, health related impacts and standards;
- Experience working with a First Nation organization;
- Have a valid Ontario driver's license and be insurable under UOI policy; and
- Knowledge of, or willingness to learn, Anishinaabemowin is required.

REQUIRED SKILLS:

- Exhibit professional attitudes and behavior;
- Good analytical and problem solving skills;
- Experience preparing briefing notes, reports, memorandums, and policies;
- Experience conducting information sessions and workshops;
- Excellent computer skills (Microsoft Word, Excel, Outlook, Adobe Acrobat);
- Ability to understand and speak Anishinaabemowin or willingness to learn is an asset; and
- Understanding of Anishinabek culture is an asset.

RESPONSIBILITIES:

- Develop a strategic plan to address the gaps of Anishinabek First Nations in the area of Cannabis education;
- Consulting, evaluating and recommending initiatives that will build the capacity of First Nations to address Cannabis education;
- Conduct community regional or individual information sessions so that citizens are aware of the risks associated with cannabis use and are aware of the resources available;

- Conduct frontline worker training (minimum 2 sessions) to assist in ensuring frontline workers are appropriately trained on cannabis prevention and awareness;
- Present at the Annual Anishinabek Nation Health Conference, an opportunity to contribute to frontline workers receiving updated information on the implementation of the strategy;
- Develop education and awareness pamphlets, newsletters, guides, tools, etc.;
- Assisting and supporting communities to implement Cannabis education programs;
- Strategic planning, proposal writing, report writing and budget monitoring;
- Assessing education materials, updating where required and revising to make culturally-appropriate for communities;
- Developing teaching materials and resources for use at the community level;
- Liaising with agencies and organizations, representing the Anishinabek Nation, to establish networks and relationships to benefit the First Nation communities;
- When required, initiating and coordinating research initiatives; and
- Performing other duties as required.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Anishinabek Nation (formerly Union of Ontario Indians);
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations. Preference will be given to applicants who are a member of one of the 39 Anishinabek First Nations; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process.

Applications must be received no later than 4:30 p.m. on Friday, December 3, 2021 by:

Glenda St. Amour
 Director of Corporate Services
 Anishinabek Nation
 Fax: (705) 497-9135 | Email: glenda.st-amour@anishinabek.ca

For inquiries regarding this position, please contact:
Jamie Restoule, Health Director at jamie.restoule@anishinabek.ca

Miigwetch to all applicants for their interest, however, only those who qualify for an interview will be contacted.