



MATACHEWAN FIRST NATION

Box 160, Matachewan ON, P0K 1M0

JOB POSTING

Job Title: HydroOne Project Engagement Coordinator

Reports To: Director of Finance and Administration

Position Summary

Reporting to the Director of Finance and Administration (DoFA), this position will act as the main contact between HydroOne, and the Matachewan First Nation (MFN) Community, as well as working closely with HydroOne to ensure that the project is completed successfully.

Term: Permanent, Full-Time

Hours of Work: 40 hours per week, Monday – Friday, 8:30AM – 4:30PM, with flexibility to work on weekends and evenings

Location: Matachewan First Nation and surrounding areas

Compensation: \$50,000 - \$60,000 annually

Benefits: Employer-paid benefits package and enrollment in pension plan

Start Date: As soon as possible

Areas of Responsibility

- Lead and coordinate project and lifecycle engagement activities
- Communicate project information to leadership and community
- Collect and share community feedback to HydroOne
- Collaborate to maximize contracting and employment opportunities
- Maintain a collaborative relationship with HydroOne
- Follow up on information requests from community leadership
- Organize and participate in meetings with community representatives
- Attend field visits and monitor construction activities
- Other duties as assigned

Requirements

- High school graduation diploma (grade 12) or GED equivalent is preferred.
- Excellent communication skills
- Great public speaking skills
- Excellent teamwork and collaboration skills
- Excellent organizational skills
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams)
- Valid Ontario Class G Driver's license with proof of insurance, access to a vehicle and a clean driver's abstract

How to Apply

Qualified candidates are invited to send their cover letter and resume to hr@mfnrez.ca. Position will remain opened until filled.