



# Covering Canada in Moccasins

## JOB DESCRIPTION

### Place Knowing and Partnership Coordinator

**Location:** Hybrid / Moccasin Identifier Office

**Unit:** Place-Knowing Installation Stream

**Reports to:** General Manager

**Employment Type:** Full-time contract, based on available funding

### ABOUT

Moccasin Identifier is an Indigenous-led Initiative dedicated to increasing awareness and understanding of Indigenous Treaties and history across Canada. Our mission is to cover Canada in Moccasins, promoting Treaty education and fostering a network of knowledge for Truth and Reconciliation through our education programs and place-knowing installations.

### PURPOSE

The partnership coordinator will play a crucial role in driving the success of Moccasin Identifier's place-knowing installation projects. This role requires a blend of technical knowledge in installations, business, and project management, alongside exceptional interpersonal communication skills. The Place Knowing and Partnership Coordinator will be responsible for developing and maintaining strategic partnerships with various stakeholders, including educational institutes, community organizations, corporations, and government entities.

### ACCOUNTABILITY

The Partnership Coordinator is supervised on a day-to-day basis by the Place Knowing and Partnership Coordinator, is accountable to the General Manager and works alongside the broader team in accordance with funding priorities and plans.

## **DETAILED RESPONSIBILITIES AND EXPECTED RESULTS**

### **1) Partnership Development and Management**

- Identify and engage potential partners across public and private sectors including educational institutes, municipalities, and corporate entities.
- Develop and present relationship agreements and cost proposals including detailed cost estimates, project scope, and timelines.
- Negotiate partnership agreements and ensure mutually beneficial terms for both parties.
- Maintain ongoing relationships with partners, providing regular updates and ensuring their satisfaction.

### **2) Project Management**

- Oversee planning, execution, and completion of installation projects.
- Ensure agreement terms have been met on-time and to satisfaction.
- Coordinate with internal and external stakeholders to ensure projects are delivered on time, within scope, and within budget.
- Manage project timelines, resources, and deliverables, ensuring alignment with organizational goals, and partner expectations.
- Conduct site assessments and provide technical guidance on installation processes and requirements.

### **3) Technical Knowledge and Application**

- Apply technical knowledge in installations to develop comprehensive project plans.
- Ensure all installations meet quality standards and adhere to design guidelines and safety regulations.
- Provide technical support and problem-solving during installation processes.
- Develop and maintain a thorough understanding of Moccasin identifier's design site installation guide and other technical documentation.

### **4) Communication and Stakeholder Engagement**

- Serve as one of Moccasin Identifier's primary point of contact for partners, managing communications, and addressing concerns or questions.
- Conduct presentations and workshops to promote the Moccasin

Identifier Initiative and its benefits.

- Collaborate with marketing personnel to create promotional materials and campaigns to attract new partners.
- Maintain familiarity with current and potential partners including business, approved funding/grants, new developments.
- Represent Moccasin Identifier at industry events, conferences, and public speaking engagements.

## **5) Monitoring and Reporting**

- Track and report on the progress of installation projects and partnership activities.
- Prepare regular reports for senior management, highlighting key achievements, challenges, and recommendations.
- Gather and analyze feedback from partners to improve future projects and partnerships.

## **QUALIFICATIONS**

### **Education and Experience**

- College diploma in project management, construction management, business administration, plus 2 years of relevant experience in a First Nation community, OR
- Grade 12 or equivalent and a minimum of 8 years of business experience in a related field

### **Knowledge, Skills and Abilities**

- Proven ability to develop and manage strategic partnerships.
- Exceptional interpersonal and communication skills, with the ability to engage and influence diverse stakeholders.
- Strong organizational and time-management skills, with the ability to manage multiple projects simultaneously
- Experience working with Indigenous communities and organizations is highly desirable
- Proficiency in Microsoft Office
- Willingness to travel to meet partners and oversee installation projects.

## **Key Competencies**

- Strategic Thinking: Ability to identify and develop strategic opportunities for partnerships and growth.
- Technical Aptitude: Strong technical skills related to installations with the ability to apply this knowledge to project planning and execution.
- Relationship Building: Excellent relationship management skills, with a focus on building and maintaining strong collaborative partnerships.
- Communication: Clear and effective communicator, both written and verbal, with strong presentation skills.
- Problem Solving: Skilled at identifying issues and implementing effective solutions to ensure project success.

## **Other Requirements**

- Flexible hours and travel will be required
- Results of a current criminal reference check including vulnerable sector
- Valid “G” class driver’s license, proof of insurance and ability to travel

## **Application Process**

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and experience, and explaining their interest in the position. Please send your resume to [admin@moccasinidentifier.com](mailto:admin@moccasinidentifier.com) by January 6, 2025 at 4:30 p.m. ET.

**Moccasin Identifier is an equal opportunity employer and encourages applications from all qualified individuals, including Indigenous Peoples, women, persons with disabilities, and members of visible minorities.**