

**Secretariat Office**  
468 Queen St E., Suite 400  
Toronto, ON M5A 1T7  
Phone: (416) 597 1266  
Fax: (416) 597 8365  
www.chiefs-of-ontario.org



**Head Office**  
1 Migizii Miikan, PO Box 711  
Nipissing First Nation  
North Bay, ON P1B 8J8  
Phone: (705) 476 0999  
Fax: (416) 597 8365  
1 877 517 6527

## **EMPLOYMENT OPPORTUNITY**

### **Project Manager – Economic Development New Position**

The Chiefs of Ontario is looking for a qualified, detail oriented and motivated individual for the position of Project Manager – Verification & Certification in the Economic Development Department. Under the supervision of the Director of Economic Development, the Project Manager will lead and coordinate a wide range of program, operational, and administrative tasks related to the First Nations Business Directory, specifically overseeing the verification and certification process to ensure authenticity, transparency, and alignment with First Nations principles and data governance standards. including expertise in the legal aspects of business entities, including joint ventures, corporations, partnerships, and sole proprietorships.

**LOCATION:** Remote

#### **DUTIES AND RESPONSIBILITIES:**

- Lead the planning, implementation, and continuous improvement of verification and certification workflows, developing and managing operational processes, documentation, and reporting frameworks.
- Lead the implementation of the existing Standard Operating Procedures (SOPs) for verification and certification, ensuring consistent application and adherence across all processes.
- Provide supervisory oversight to the Verification and Certification Officer, IT Expert, Outreach coordinator and Summer Student Support to ensure alignment, accountability, and operational efficiency. provide guidance on case management, documentation, and reporting standards.
- Coordinate project timelines, budgets, and deliverables in alignment with COO and funder requirements.
- Track application volumes, turnaround times, and quality control results; ensure consistent adherence to standards.
- Engage First Nation businesses, PTOs, IFNs, and community partners to facilitate verification participation and awareness.
- Coordinate with government and industry partners to ensure certified businesses are recognized and accessible in procurement systems.
- Ensure processes are compliant with OCAP® principles, privacy laws, and COO's data governance standards.
- Work with IT consultants and platform developers to configure the certification module and optimize user experience.
- Working with consultants (Supply Chain study, Data Management and Policy formation).
- Oversee data integrity, security, and performance reporting.

- Prepare progress reports, dashboards, and policy briefings for the Director, Executive, and Chiefs' assemblies.
- Support funding reports and deliverables for IAFNER and other partners.
- Create informational materials, webinars, and toolkits to guide applicants through the certification process.
- Represent COO at meetings, conferences, and events related to business development and procurement inclusion.
- Participate in departmental planning sessions and assist with related economic development initiatives.
- Perform other duties as assigned.

Candidates must be willing to work flexible hours during peak periods, such as assembly seasons and out-of-town meetings. Travel will also be necessary.

### **QUALIFICATIONS:**

- University degree or college diploma in Business Administration, Project Management, or a combination of education and equivalent experience
- Minimum 3-5 years' work experience preferably in an Indigenous economic development environment
- Minimum 2 years' experience in project management, business certification, procurement, or related program delivery
- Proven experience developing and managing operational processes, documentation, and reporting frameworks
- Strong understanding of legal frameworks for business entities
- Excellent drafting and analytical skills
- Ability to interpret and apply legislation and regulatory requirements
- Strong understanding of OCAP®, Indigenous data governance, and verification standards
- Excellent communication and interpersonal skills to work with leadership, communities, various stakeholders, and external partners
- Strong organizational, analytical, and time-management skills with the ability to meet multiple deadlines
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and collaborative tools (Teams, SharePoint, OneDrive)
- Experience working with First Nations organizations at the community, regional, or national level

### **BENEFITS:**

- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension

- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

**BASE SALARY:** \$70,000 - \$90,000 per year, as determined by experience

**DURATION:** ASAP – March 31<sup>st</sup> 2027 (Potential renewal contingent upon funding approval)

**Send a cover letter, resume, and two (2) references marked confidential to:  
Ashley Nardella, Human Resources: [opportunities@coo.org](mailto:opportunities@coo.org)**

Applications will be accepted until the position is filled.  
All Applicants must be eligible to work in Canada.  
Only successful Candidates will be contacted.