



## **ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION**

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### **JOB DESCRIPTION**

#### **Project Coordinator For Indigenous Cannabis and Vaping Project 2021**

The research consultant works under the Executive Director of ONECA

#### **Purpose**

The main focus of the position is to co-develop culturally appropriate resources and training related to the impacts of recreational cannabis use and vaping in Indigenous communities with the focus being on youth. The resources will be used in the classroom by teachers, counsellors, and parents to create awareness about the impacts on well-being. The Coordinator will work collaboratively with the Project Assistant and the ONECA Executive Director to ensure that the project goals are fulfilled.

#### **Essential Duties and Responsibilities**

- Responsible for the coordination of the project and its activities
- Research and prepare draft materials on vaping and cannabis use by indigenous students/youth. (Information will be collected through online forums, workshops and surveys) (Coordinator will moderate the workshops /forums.)
- Organize materials to create surveys, create power-point presentations to be able to conduct workshops and forums.
- Prepare a script and messaging that will be used to produce a video
- Over-see and provide direction to the Project Assistant and volunteers
- Communicate and provide materials to the Executive Director
- Reporting to and working with the Executive Director
- Distribute and promote the information to counsellors, teachers and other school staff.
- Prepare and submit reports to funders with next steps
- Monitor the budget
- Coordinate and facilitate workshops
- Report to Partners at their scheduled meetings
- Prepare a final report including a financial report
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#### **Required Knowledge**

- 3-5 years proven experience in research
- Excellent understanding of First Nation communities in Ontario
- Experience leading teams and work groups
- Excellent communication skills, both written and verbal
- Excellent interpersonal skills, problem solving skills
- Knowledge of community needs and initiatives
- Excellent report writing skills, planning skills

- Understanding of role of First Nation Counsellors
- Knowledge of statistical analysis techniques
- Fluency in First Nations language an asset

### **Preferred Knowledge/Skills**

- Must provide a CPIC
- Valid drivers license and reliable vehicle
- Aware of First Nation protocols
- Able to attend meetings both online and in person as COVID restrictions allow

### **Location**

Coordinator is not required to be housed at the ONECA office on the Atikameksheng First Nation and can work offsite.

### **Term of Employment**

The position runs from February 1, 2021 to December , 2021 with possibility of extension

To apply, send your resume with 3 references and your CPIC to:

Roxane Manitowabi  
Executive Director  
Ontario Native Education Counselling Association  
P. O. Box 220, 37 A Reserve Road,  
Naughton, Ontario  
P0M 2M0

Email: [oneca@oneca.com](mailto:oneca@oneca.com)

Deadline for Applications: January 15, 2021 or until the position is filled.