



**Nokiiwin**  
TRIBAL COUNCIL

# Employment Opportunity

Position: **Wiji Application Coordinator**  
Status: Part-time Contract  
Opening Date: November 23, 2020  
Location: Thunder Bay, ON

Posting Reference #: NTC 20201215 - WAC  
Contract End Date: March 31, 2022  
Closing Date: January 4, 2021 (extended)

Nokiiwin Tribal Council Inc. was incorporated in 2006. Nokiiwin provides services to member First Nations within the Lake Superior Area: Animiigoog Zaagi'igan Anishinaabek, Bingwi Neyaashi Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, Fort William First Nation and Netimizaagamig Nishnaabek First Nation.

We are looking for a highly motivated individual to coordinate and promote the usage of a workplace mental health peer support application (Wiji). The successful candidate for this position will be trained by the developers of the application and be engaged with Nokiiwin Tribal Council communities.

Funding for this position is made available through the Canadian Institutes for Health Research. This position reports to the Health, Safety and Wellness Advisor at Nokiiwin Tribal Council, in partnership with Enhancing the Prevention of Injury and Disability (EPID) @ Work Research Institute, Lakehead University.

## Summary of duties:

- The main duties of an Applications Specialist include; designing a product solution in line with specifications and taking it live to members of the community, offering support services for users, coaching users within the business and meeting with clients.
- This individual must have strong technical skills with software data management to update the application and help guide community champions and community users with any questions around app usage.
- Review and respond to escalations across multiple channels with high quality, accuracy and speed
- Ability to assess, analyze and resolve complicated issues, and distill that complexity into simple and concise communication

## Preferred Qualifications:

- Post secondary degree or diploma program in related field. Ideally the candidate may hold a Post Secondary degree in Computer Science or Business Administration, or a related field of study would be required
- Knowledge of and experience working with First Nations, with preference given to those familiar with our member communities
- Knowledge and skill using computer hardware, software and printers
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Familiarity with modern database and information systems technologies
- Excellent written and oral communications skills
- Computer Proficiency
- Database Management experience
- Strong communications, time management and problem-solving skills
- Fluency in Anishinaabek, knowledge and appreciation of Anishinaabek culture and heritage are assets
- Ability to obtain a Criminal Reference Check
- Organizational and problem-solving skills, as well as attention to detail
- Willingness to travel extensively to Nokiiwin member First Nations and a valid driver's licence

Please send your cover letter, resume, and 3 work-related references by:

**4:00 p.m. Monday January 4, 2021 to:**

**Human Resources, Nokiiwin Tribal Council**

384 Fort William Road, Thunder Bay, ON, P7B 2Z3

E-mail: [hr@nokiiwin.com](mailto:hr@nokiiwin.com) | Fax: (807) 474.4238

*Only candidates who meet the qualifications and are granted an interview will be contacted.*

*Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

