



BUSINESS PROJECT COORDINATOR – 048-24-1
Six Nations Cannabis Commission
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **March 20, 2024**, for the **Business Project Coordinator** with **Six Nations Cannabis Commission**, Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through <https://www.vsciberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Business Project Coordinator** Reports to and works under the Six Nations Cannabis Commission (SNCC) functionally, and under SNGR administratively.

The primary objective of the position is to research and assist in the development of a licensed and regulated Cannabis Industry market for Six Nations both internally and externally.

Create a business information database to promote the Cannabis industry, containing a range of business information topics including company information, Indigenous Community data, Standards of Operations (SOPs), financial information, community contributions, federal, provincial and local market data, and develop and analyze investment opportunities through due diligence. financial reviews, and research.

Advocate for responsible Cannabis consumption with community organizations, Six Nations Grand River Departments and to build upon the safe and regulated cannabis industry at Six Nations for all industry participants.

This will include developing viable terms for import and export licensing agreeable to producers, retailers and customers consistent with the SN Cannabis Control Law and any future amendments.

Development of Business Information Database will require various inputs including summarizing internet research, telephone calls, in-person meetings etc.

- i. Excellent ability to summarize, and organize information.
- ii. Proficient in EXCEL.
- iii. Strong writing skills.
- iv. Highly organized and ability to deal with large amounts of data.
- v. Quick learner, especially relating to business / financial / licensing concepts.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- vi. Comfortable contacting / interacting with parties by telephone (cold call / emails) or in-person (meetings).
- vii. Comfortable researching independently through various means including internet, books, industry association / databases, etc.

Type	Full Time
Closing Date	March 20, 2024
Hours of Work	35 hours weekly
Wage	\$55,000 - \$65,000/annum

***A competitive compensation package will be offered commensurate with qualifications. ***

BASIC QUALIFICATIONS:

- Post-Secondary diploma or degree in Communications, policy development and analysis with a focus on Community engagement
- Working knowledge and experience in the Cannabis industry, including Six Nations, other Indigenous communities, Ontario and the US.
- Cannabis Production, Quality Control and Regulation or CannSell Ontario Certificate program or willingness to enroll.
- Ability to analyze and assemble financial data and prepare reports, statements and projections.
- Must have a vehicle and a Class "G" driver's license. Travel will be local, regional and may be broader to attend conferences or other regional, and possibly also into the United States
- Understands the importance of confidentiality, and the ability to work with tact and discretion.
- Knowledge of computers and software.
- Strong interpersonal, verbal and written communication skills.
- Good knowledge of the Six Nations Community.
- Native is preferred, specifically a Six Nations of the Grand River member and resident.
- Willingness to maintain ongoing professional competency.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.

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3. If you have any questions or need assistance, please reach out to Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Business Project Coordinator – Full Time – 048-24-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION

Six Nations Cannabis Commission

POSITION TITLE: BUSINESS PROJECT COORDINATOR

REPORTING RELATIONSHIP:

Reports to and works under the Six Nations Cannabis Commission (SNCC) functionally, and under SNGR administratively.

PURPOSE & SCOPE OF THE POSITION:

The primary objective of the position is to research and assist in the development of a licensed and regulated Cannabis Industry market for Six Nations both internally and externally.

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- xiv. Comfortable researching independently through various means including internet, books, industry association / databases, etc.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Genuine commitment to the SNCC's four key Guiding Principles, Mission and Vision Statements.
- Responsible for summarizing weekly, monthly and quarterly production values and revenues generated across the SN market.
- Helps to establish industry production and sales targets based on realistic market demand.
- Responsible for maintaining a comprehensive system to track all SNCC stamps for all Producers and Retailers
- Regular reviews sales data and metrics and strategically plans with SN licensed producers and retailers.
- Maintains a positive collaborative working relationship with the team, SNCC and all stakeholders.
- A steward and leader in maintaining and upholding SNCC law and regulations
- Engage with customers and potential customers to better understand their product needs.
- Maintains a strong and collaborative relationship with all business partners.
- Maintains accurate and current documentation of research and reports to regular SNCC Commission, Producer & Retailer meetings.
- Evaluate revenue generating opportunities and other strategic investment opportunities for SNCC.

2. Communications Functions:

- Works with Producers, Retailers, and the Six Nations community to ensure their voices are heard.
- Works with other team members to ensure the work plan is managed and strategic plan is followed.
- Follows a pre-established Annual work plan.
- Accurately documents all work plan activities digitally and electronically.
- Considers most cost effectiveness when planning activities.
- Collaborates with the SNCC Staff, SNGR departments & the SN community.
- Work plan is evaluated against established expectations.
- Ensures accountability and maintains high level of professional standards including confidentiality.

3. Administrative Functions:

- Prepares written reports as requested monthly, quarterly and annually.
- Ensures stakeholders receive the required information in a timely manner to make informed decisions supported by data analysis, options, and meeting notes.
- Assists in the coordination and production of various documents such as proposals, presentations, reports and memorandums.

4. Other Functions:

- Performs other related duties as may reasonably be required by the Six Nations Cannabis Commission and other related duties as requested.
- Participates as part of the project team in presentations to Six Nations of the Grand River and the Six Nations community as required.

WORKING CONDITIONS:

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interaction with the public; subject to interruptions, deadlines, unscheduled hours.
- Work requires the ability to prioritize tasks, work independently with minimal supervision, cope with many demands and time restraints.

WORKING RELATIONSHIPS:

With the Six Nations Cannabis Commission:

Receives direction, guidance and discusses plans, priorities or actions to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Other Staff:

Promotes courtesy, cooperation and teamwork with all staff.

With the Public:

Represents and promotes the SNCC and SNGR; works in a courteous, cooperative, positive and proactive manner.

With External Agencies:

Represents and promotes SNCC and SNGR relative to the SN Cannabis control law and regulations, and maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

Ability to support political advocacy as requested from the SNCC and shared with SNGREC by providing market data and quantifying industry and related community economic impacts.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Post-Secondary diploma or degree in Communications, policy development and analysis with a focus on Community engagement
- Working knowledge and experience in the Cannabis industry, including Six Nations, other Indigenous communities, Ontario and the US.
- Cannabis Production, Quality Control and Regulation or CannSell Ontario Certificate program or willingness to enroll.

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- Ability to analyze and assemble financial data and prepare reports, statements and projections.
- Must have a vehicle and a Class "G" driver's license. Travel will be local, regional and may be broader to attend conferences or other regional, and possibly also into the United States

Other Related Skills:

- Understands the importance of confidentiality, and the ability to work with tact and discretion.
- Knowledge of computers and software.
- Strong interpersonal, verbal and written communication skills.
- Good knowledge of the Six Nations Community.
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IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the SNCC and SNGR, outside government agencies and the public.

CONTROL:

Works closely with the SNCC in the application of the Six Nations Control law and regulations, related licensing and other processes. Works within the administrative policies and procedures established by the Six Nations Elected Council and the SNCC and other related legislation as necessary.