



Employment Opportunity

Job Title: Well Ahead Project Coordinator

Location: Corner Brook or Stephenville

Hours of Work: 35 hours/week. 2.5-year contractual position.

Salary: \$40,000 per annum

The Qalipu First Nation: The Band achieved recognition under the Indian Act in 2011 and currently represents 24,000 members in 9 geographical wards. It offers programming and support in health, education, economic development, natural resource conservation and culture and heritage.

Job Description and Requirements: The Well Ahead Project Coordinator will be responsible for coordinating and facilitating meetings and workshops with key stakeholders involved in the development of an Indigenous social and emotional toolkit to support student social and emotional health. The Project Coordinator will oversee the development and implementation of the toolkit in ten pilot schools in the Newfoundland and Labrador English School District (NLESD), Western Region. The Project Coordinator will facilitate an evaluation of the toolkit as an Indigenous social and emotional resource and will oversee the dissemination of this resource both provincially, through the NLESD, and nationally, through Physical and Health Education Canada.

Responsibilities: The incumbent will be responsible for the coordination and facilitation of meetings and workshops with key stakeholders to assess the social and emotional needs of students in project schools in the Bay of Islands and Bay St. George areas. The incumbent will also develop, pilot and implement the social and emotional toolkit and facilitate the evaluation and dissemination of the toolkit as a social and emotional health resource.

Qualifications: The Well Ahead Project Coordinator would normally attain the required knowledge, skills and abilities through completion of a degree/diploma in Education, Health Sciences, Nursing, and/or Community Development with a minimum of two years relevant work experience. The successful candidate would also possess advanced skills in project management, communication, event coordination, and group facilitation.

Working Conditions: This is an office-based position with duties predominantly met during regular working hours, however, some travel and schedule flexibility will be required. This position requires minimal supervision, therefore, a high level of independence along with a strong work ethic is essential.

Apply: Please apply electronically using MS Word with three (3) current business references to: jobopportunities@qalipu.ca with **subject line:** Well Ahead Project Coordinator. Please indicate in your application if you are a member of Qalipu Mi'kmaq First Nation.

Qalipu Mi'kmaq First Nation
Attention: Mrs. Janet McAuley, Office Manager
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of Cover Letter and Resume: 4 P.M., Friday, February 16th, 2018.

Please note: Proof of Post-Secondary Education and Training will be required.

We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted.