



Qalipu
FIRST NATION

Website: www.qalipu.ca

Employment Opportunity

Job Title: Community Planning Coordinator

Location: Corner Brook, NL

Hours of Work: 35 hours per week

Rate of Pay: \$42,000. per annum

Position Reports to: Comptroller

Job Description

Qalipu First Nation is beginning the development of a Comprehensive Community Plan by hiring a Community Planning Coordinator. The Community Planning Coordinator will work with community members and a Planning Team to develop a comprehensive community plan that includes aspects of health, social issues, culture, education, lands and resources, economic development, and Band governance. The Community Planning Coordinator will be responsible for facilitation of community participation, including meeting with community members to explain the project, gathering guidance and input, and answering questions. The Coordinator will report back to the Planning Team on community input and share information about the project back to the community through various communication methods. The Community Planning Coordinator will also work closely with staff from all departments within the Qalipu First Nation. The Community Plan, once complete, will help guide Band initiatives to achieve a positive and sustainable future for the Qalipu First Nation

Responsibilities

- Lead in developing and writing a Community Plan that reflects a shared vision for the future of the Qalipu First Nation and the people it represents.
- Be the main person on the Planning Team in contact with the community for the Comprehensive Community Planning process.
- Encourage community participation.
- Assist in gathering information from the community members and program directors through surveys, interviews, internet, focus meetings, community meetings and workshops.

- Assist in preparing surveys and questions.
- Meet individually with community members in home meetings and meetings with families to explain the community planning process.
- Process and gather guidance.
- Organize meetings of the Planning Team.
- Participate in updates and presentations to Chief and Council.
- Communicate and report regularly with community members independently and together with Communications Officer through social media, video, email, phone, fax, print material, newsletters, handouts, posters and other communication methods.
- Organize the information and input received from the community in a filing system.
- Gather background information on the community from statistics, history and reports.
- Develop work plans with Planning Team; follow steps and schedule in work plan.

Qualifications

- Three years of relevant work experience specific to community development and/or planning
- Post-secondary education in a related discipline such as education, business and/or community development
- Writing experience
- Knowledge of Mi'kmaq culture and heritage

Working Conditions: This position is based out of the Corner Brook office with duties predominantly met during regular business hours. Travel and flexibility of work schedule is required.

The Successful applicant must possess a valid driver's license and have access to a private vehicle.

Documentation Required: Diplomas/Certificates for Post-Secondary Education & Training, a Criminal Records Check and a Vulnerable Sector Query.

If you are a member of Qalipu First Nation please indicate it in your cover letter.

Apply: Please apply electronically using MS Word with a cover letter, resume and three business references to: jobopportunities@qalipu.ca subject line: **"Community Planning Coordinator"**.

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

Deadline for receipt of Cover Letter and Resume: Friday, January 25, 2019 at 4:00 P.M.