



Office of the Regional Chief

Assembly of First Nations
Newfoundland & Nova Scotia

EMPLOYMENT OPPORTUNITY - Community Liaison & Researcher

The Office of the Regional Chief - Assembly of First Nations, Newfoundland and Nova Scotia is currently seeking a qualified candidate for the position of *Community Liaison & Researcher*. The successful candidate will lead community outreach, liaise with government officials, and undertake research on behalf of our Member communities.

Location: Assembly of First Nations Regional Sub-Office, Grand Falls-Windsor, Newfoundland.

Specific duties include but are not limited to the following:

- Fulfil administrative functions of the Newfoundland (NL) Sub-Office;
- Develop communication strategies to match select regional priorities including Covid-19;
- Work closely with member communities to gather input, feedback and perspectives to guide work;
- Build and maintain professional working relationships with government, industry and private interest groups;
- Support AFN Regional Office staff on National and Regional priorities;
- Participate in National forums, functions and assemblies as required;
- Create content on the AFN website and other social media platforms;
- Coordinate COVID-19 activities through an approved workplan;
- Participate in the development of workplans, budgets and strategic planning;
- Undertake research and draft Briefing Notes, reports and strategic communications;
- Produce written and verbal reports and updates to funders and community leaders.

Qualifications:

- Experience working with Mi'kmaw communities in Newfoundland and knowledge of their customs and perspectives;
- University degree in related field or demonstrated experience;
- Strong interpersonal skills and ability to work independently and in a team environment;
- Excellent communication, public speaking, writing and editing skills;
- Ability to build and maintain professional relationships;
- Strong working knowledge of Microsoft Office;
- Knowledge of virtual platforms and social media platforms;
- Knowledge of the Mi'kmaw language is an asset;
- Must be willing to travel, have a reliable vehicle and valid driver's licence.

Term: One (1) year term contract with possibility of renewal.

Salary: To be determined based on knowledge and experience.

Extended Deadline for applications is June 4, 2021 at 4:00 pm ADT

Please forward cover letter and resume with two (2) references to: Jennifer Copage at jennifer.copage@gmail.com

Note: The Office of the Regional Chief - Assembly of First Nations, Newfoundland and Nova Scotia hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Only candidates selected for interviews will be contacted. This position is subject to final budgetary approval.

c/o Ulnooweg Development Group,
835 Willow Street, Truro, Nova Scotia B2N 6N8 Phone: 902.893.7379