



**Employment Opportunity, Temporary – 12 week position.**

**Job Title:** Community Project Coordinator

**Location of Position:** To be determined based on the office location of the successful applicant. Office locations are as follows: Corner Brook, Glenwood, Grand Falls-Windsor, St. George's, Stephenville.

**Hours of Work:** 35 hours per week

**Salary:** \$20.00 per hour

**Anticipated start date:** As Soon as Possible

**Job Description & Requirements:**

The Community Project Coordinator will assist with the development, planning and implementation of the Qalipu First Nation Mi'kmaw Language Revival project, The Qalipu First Nation Lateral Violence Project and other projects as needed. Most elements of upcoming projects will be held virtually because of current COVID-19 restrictions.

**Responsibilities:**

- Coordinate with language facilitators to plan 112 hours of language instruction for members of the Qalipu First Nation
- Work with language specialists on the development of a language resource manual
- Oversee registration and logistics for all language and cultural sessions associated with the Mi'kmaw Language Revival Project
- Provide logistical and facilitation support for the Qalipu First Nation Lateral Violence Project
- Create communication materials for project related events
- Provide support for other Community Development projects when needed

**Qualifications:**

- A degree or diploma in any of the following: Social Sciences, Community Studies, Education, an Arts discipline such as History or Anthropology. Consideration will be given to those applicants who possess equivalent training.

**Experience:**

- Two years of working experience in a similar role
- Experience working with Indigenous Communities
- Experience planning events
- Marketing and Communications experience
- Facilitation and Public Speaking Skills
- Ability to work independently and/or in a team environment
- Knowledge working with Microsoft OS, online communication platforms and online feedback forms



**Working Conditions:** The position is office based. The duties of the Community Project Coordinator will predominantly be met during regular business hours. Some flex time and travel may be required (provided all COVID-19 regulations are adhered to). Project sessions will be required at various times outside of the regular office schedule. To accommodate possible travel, an accessible form of transportation and a valid driver's licence is required

**Apply:**

If you are interested in this position, please apply with resume, covering letter, and three professional references with subject line: **CPC**, using one of the options listed below:

Online : <https://qalipu.bamboohr.com/jobs/>

**Or:**

Electronically by email to: [jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) to:

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

**Deadline for receipt of submission:** Friday, November 27<sup>th</sup>, 2020. at 4:00 P.M.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation please indicate it in your cover letter.