



Website: www.qalipu.ca

Employment Opportunity

Job Title: Project Coordinator

Location: Corner Brook

Hours of Work: 35 hours/ week. 14 week contractual position with possibility of extension.

Salary: \$18.00 per hour + 6% vacation pay

The Qalipu First Nation Band:

The Band has achieved recognition under the Indian Act in 2011, and currently represents nearly 24, 000 members in 9 geographical wards. It offers programming and support services in health, education, economic development, natural resource conservation, and cultural and heritage.

Job Description and Requirement:

Qalipu First Nation is seeking an enthusiastic, outgoing, flexible, and dedicated professional for the role of Project Coordinator. Strong facilitation skills are required for this position. This position requires a creative and diligent individual with a positive attitude, the ability to motivate others, as well as superior written and verbal communication, organizational, and time management skills. Experience working with youth and senior populations, as well as knowledge of Mi'kmaq culture and traditional practices would be considered an asset.

Responsibilities:

The successful candidate will be responsible for developing, coordinating and effectively implementing community based programs to Band members. The incumbent will also be responsible for creating program models and evaluation tools.

Qualifications:

The successful candidate will possess:

- A post-secondary diploma in Community Studies and 1 year of experience, or an acceptable equivalent in education and related experience, with demonstrated skills in project management.
- Exceptional writing skills with the ability to produce evidence-based program models and final report documents.
- Excellent interpersonal skills with the ability to initiate contacts and maintain positive relationships.
- Excellent public speaking and facilitation skills.
- Proven ability to handle simultaneous projects and meet multiple deadlines.
- Passionate, enthusiastic and results driven individual.
- Knowledge of social sciences or other health related fields and/or experience working with individuals who have Mi'kmaq cultural expertise would be considered an asset.

Working Conditions:

This position is office based. The duties are predominantly met during regular business hours. Some overtime work and travel may be required.

Apply:

Please apply electronically using MS Word with three (3) current business references to: jobopportunities@qalipu.ca with **subject line:** Project 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: April 20, 2016 at 4:00 pm.

Please note: Diplomas/certificates for Post-Secondary Education and Training and a Code of Conduct are required. If you are a member of the Qalipu First Nation Band please indicate it in your application.

We would like to thank all applicants who apply; however, only those selected for an interview will be contacted. No telephone calls please.