



## **EMPLOYMENT OPPORTUNITY**

### **The Union of Nova Scotia Indians COMMUNITY CAPACITY DEVELOPMENT OFFICER**

**Location:** Membertou, Nova Scotia

**Position Overview:** As a Community Capacity Development Officer (CCDO), he/she is a part of a dynamic team who serve to support the Union of Nova Scotia Indians (UNSI) member First Nation communities with community capacity development. He/she will contribute to upholding the integrity of both the UNSI CCDO work plan and the mandate of UNSI as directed by the UNSI Executive Director.

#### **Key Roles:**

The Community Capacity Development Officer will work closely with UNSI member communities to:

- Identify policy and research needs;
- Support the development of research initiatives, policy implementation, professional development and other community capacity needs;
- Participate, as required, with asset mapping and the identification of other community capacity needs; and
- Support the composition of proposals related, but not limited, to community capacity development.

The Community Capacity Development Officer will work closely with UNSI CCDO Staff to:

- Produce and deliver relevant tools and materials required for meetings, facilitation of training sessions, or presentations to UNSI member communities;
- Maintain communication with UNSI member communities and disseminate appropriate information either online, via email or in-community presentations; and
- When required, participate in activities such as training, conferences, meetings, presentations and teleconferences, and represent UNSI member communities on various committees he/she is appointed to.

#### **Work Experience and Knowledge:**

- College Diploma or University Degree in Social Science, Community Studies, Business, or a related field, or equivalent relevant work experience, is required;

#### *Disclaimer*

*The Union of Nova Scotia Indians reserves the right to refuse any and all applications for employment at any time during the hiring process.*

- A minimum of 3 years experience with Indigenous community engagement at a national, regional, provincial or community level is required;
- The ability to facilitate strategic planning is preferred;
- Knowledge of Indigenous Governance is preferred;
- A clear understanding of Indigenous culture and history is required;
- The ability to speak and understand the Mi'kmaw language is preferred;
- Access to a reliable vehicle is required;
- A valid driver's license is required.

**Abilities and Skills Required:**

- Strong verbal and written communication skills;
- Excellent interpersonal skills;
- Strong public speaking, facilitation and presentation skills;
- Strong organizational skills;
- Ability to work independently, and as part of a team;
- Possessing a high degree of initiative and strong work ethic;
- Ability to take direction and immediate action to fulfill duties and meet deadlines;
- Ability to manage multiple tasks;
- Excellent time management skills;
- Proficient with Email, Internet, Microsoft Word, PowerPoint and Excel.

**Salary:** To be negotiated based on the successful candidates credentials and experience.

**Please email cover letter, resume, and three professional references to Joan Sack:**

joansack@unsi.ns.ca

**For any questions, call Joan Sack at:**

(902) 401-4421

**Closing Date For Applications:**

JULY 15, 2016 @ 12:00 PM (NOON)

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

*Only potential candidates considered will be contacted for interviews. Potential candidates may be subjected to writing and administrative tests. Personal suitability will also be considered during the hiring process. Everyone is welcome to apply, however, preference will be given to candidates of Indigenous Ancestry.*

*Disclaimer*

*The Union of Nova Scotia Indians reserves the right to refuse any and all applications for employment at any time during the hiring process.*