



Employment Opportunity

Job Title: Special Programs Analyst: Temporary to March 31st, 2017

Location: Corner Brook

Hours of Work: 35 hours/week.

Salary: \$50,000 per annum

Qalipu First Nation is currently accepting applications for the position of Special Programs Analyst for the Corner Brook office. The Band achieved recognition under the Indian Act in 2011 and currently represents 24,474 members in nine (9) geographical wards. The Band has four (4) offices located in Corner Brook, St. George's, Glenwood and Grand Falls-Windsor. It offers programming and support in health, tourism development, education, economic development, natural resource conservation and culture and heritage.

Job Description and Requirements: The Special Programs Analyst will be responsible for working collaboratively to develop policies, procedural guidelines and proposals for the various departments of the Qalipu First Nation as well as the group of companies which form the Qalipu Business Trust

Responsibilities: Special Programs Analyst duties will require advanced knowledge to:

- Identify and prioritize policy issues and impacts
- Clarify departmental policy objectives relevant to the program delivery and identify potential conflicts in terms of objectives and interests
- Develop criteria and indicators to assess program progress towards objectives
- Identify funding opportunities from the various levels of government
- Identify departments within Qalipu that can act as a proponent, and collaborate with that department to compile and prepare Requests for Proposals for submission when needed
- Conduct sector research to prioritize areas of opportunity for the Band's development
- Perform other related duties as required by Manager / Supervisor

Qualifications: Preferred candidates would normally attain the required knowledge, skills and aptitudes through a combination of education and experience in procurement, business

development and technical writing. Ideal candidates will also possess a Bachelor's degree in business or a related field with experience in proposal and policy writing. Successful applicants must have a valid driver's license and access to a personal vehicle. Please indicate in your application if you are a member of Qalipu First Nation.

Working Conditions: This is an office based position with duties predominantly met during regular working hours. This position requires minimal supervision, therefore a high level of independence along with a strong work ethic is essential. Some travel and flexibility of work schedule may be required.

Please note: Proof of Post-Secondary Education and Training will be required.

Apply: Please apply electronically using MS Word with three (3) current business references and copies of diplomas and certificates to: jobopportunities@qalipu.ca with subject line: Special Programs Analyst. Please indicate in your application if you are a member of Qalipu First Nation.

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: Sept 16, 2016. 12:30 P.M.

We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted.