



## **Employment Opportunity**

**Job Title:** Comprehensive Community Plan Coordinator

**Location of Position:** to be determined based on the office location of the successful candidate. Possible locations include: Corner Brook, Glenwood, Grand Falls-Windsor, Stephenville and St. George's Offices

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

**Rate of Pay:** \$42,000. per year

**Position Reports to:** Director of Finance

### **Job Description**

Qalipu First Nation is looking to develop a Comprehensive Community Plan. The plan will be comprehensive, covering all aspects of health, social issues, culture, education, lands and resources, economic development, and Band governance. The Community Plan will guide Band initiatives to achieve a positive and sustainable future for the Qalipu First Nation. Community members will have direct input into the community plan. The Comprehensive Community Plan Coordinator (CCP Coordinator) will be responsible for community participation and facilitation. The coordinator will meet with community members to explain the project, gather guidance and input, answer questions, and bring the information back to the planning team. The Coordinator will also share information on the project with the community through various communication methods. The CCP Coordinator will also work closely with the managers and staff of the different departments of Qalipu First Nation Administration.

### **Responsibilities**

- Lead in developing and writing a Community Plan that reflects the Qalipu First Nation's vision for the future.
- Be the main person on the Planning Team in contact with the community for the Comprehensive Community Planning process.
- Encourage community participation.
- Assist in gathering information from the community members and program directors through surveys, interviews, internet, focus meetings, community meetings and workshops.
- Assist in preparing surveys and questions.

- Meet individually with community members in home meetings and meetings with families to explain the Community Planning
- Process and gather guidance.
- Organize meetings of the Planning Team.
- Participate in updates and presentations to Chief and Council.
- Communicate and report regularly with community members independently and together with Communications Officer through social media, video, email, phone, fax, print material, newsletters, handouts, posters and other communication methods.
- Organize the information and input received from the community in a filing system.
- Gather background information on the community from statistics, history and reports.
- Develop work plans with Planning Team; follow steps and schedule in work plan.

### **Qualifications**

- Three years of relevant work experience specific to community development and/or planning
- Post-secondary education in a related discipline such as education, business and/or community development
- Writing experience
- Knowledge of Mi'kmaq culture and heritage

**Working Conditions:** Duties are predominantly met during regular business hours. Travel and flexibility of work schedule is required.

The Successful applicant must possess a valid driver's license and have access to a private vehicle.

**Documentation Required:** Diplomas/Certificates for Post-Secondary Education & Training, a Criminal Records Check and a Vulnerable Sector Query.

**Deadline for receipt of Cover Letter and Resume: Friday, October 11, 2019 pm @ 4:00 PM**

**Apply:** Please apply electronically using MS Word with a cover letter, resume and three business references to: [jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) subject line: **"Comprehensive Community Plan Coordinator"**.

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

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.