

# Job Posting

## Community Navigator (Temporary Full-Time)

Poundmaker Cree Nation (PCN) is seeking an enthusiastic individual who will be responsible for overseeing the development of the Community Development Pilot Project. This position requires a broad skillset and the ability to work cooperatively and collaboratively with all PCN departments, the broader community and partners as we initiate our Comprehensive Community Planning process. Our ideal candidate should bring a genuine interest in learning more about community planning, have a passion for Nation Re-building and improving our quality of life at PCN.

**Term: March 1, 2019 to March 31, 2020**

### **Roles and Responsibilities:**

- To learn about community planning and the specific tasks associated with the Community Development Pilot Project.
- Investigate and research relevant background information.
- Work alongside partners as well as other Community Navigators throughout the duration of the project.
- Lead various meetings within the community to introduce the Community Development Pilot Project.
- Maintain positive working relationships with internal and external personnel and/or organizations/agencies.
- Work with other departments to address the priorities that are identified in the community plan.
- Prepare basic information concerning the community plan process and act as a resource person for departments, members and council on the community plan process, procedures and protocols.
- Coordinate local data collection and transfer from Poundmaker Cree Nation departments and other partners.
- Develop memos, progress reports, briefing notes and general planning documents.
- To coordinate the review of draft reporting documents and presentation materials.

### **Required Qualifications:**

- A diploma, degree, a professional designation or studies in Indigenous Studies or other related discipline (eg. Social work, facilitation, community development, planning);
- Excellent interpersonal communication skills and ability to work as a team player to effectively interact with other departments and staff, elected officials, members, service providers and local government agencies and officials;
- Strong oral and written communication skills;
- Ability to speak and/or understand the Cree language an asset;
- Access to computer and email;
- Ability to use Microsoft Word and Excel;
- Ability to conduct research;
- Exceptional organization and time-management skills and ability to prioritize multiple tasks;
- Highly motivated and ability to work in demanding and fast paced work environment.

Please apply by submitting a cover letter and resume to:

Marvina Pete

Director of Operations

Poundmaker Cree Nation

Fax: 306-398-8096

Marvina@poundmakercn.ca

The closing date for applications is: **January 31<sup>st</sup>, 2019 at 4:00 p.m.**

***\*\*Note: only short-listed applicants will be contacted\*\****