



Job Posting

CCP Implementation Coordinator

Term: 7-month contract position, full-time

Salary: \$42,000 - \$50,000

Description:

Netmizaaggamig Nishnaabeg completed our Comprehensive Community Plan (CCP) in 2019. However, our efforts to fully launch and implement our CCP were interrupted by the Covid-19 Pandemic. We are seeking an energetic and committed Implementation Coordinator to support the action items developed in the plan and will work under the direction of the Band General Manager.

This role will include developing a progress reporting plan for staff, providing updates to the community, participating in regional CCP working groups and workshops, coaching staff on progress reporting and providing capacity to pursue the action items we have set out (e.g. writing funding applications). The ideal candidate will have the ability to help our staff integrate the CCP into their work and support the development of a workplace culture of accountability around utilizing our CCP as a foundational guiding plan.

Qualifications, Skills and Abilities:

- Excellent written and oral communication skills
- Interest and commitment to community development, community organizing and strategic initiatives
- Friendly, collaborative attitude
- Proven ability to work independently and manage time well to achieve time-sensitive goals and objectives
- Experience with event planning and/or meeting facilitation an asset
- Ability to write/design announcements for website and social media
- Project work plan or action plan design experience
- Funding application writing experience
- Experience or designations in community planning a definite asset
- Experience in CCP or community strategic planning a definite asset
- Strong knowledge of the indigenous community planning context
- Ability to lead meetings and events

Must Have:

- Strong knowledge and experience using Microsoft Word and Excel to produce basic reports and organizational documents
- Project Management or Program Coordination Experience (1 year or more preferred)
- Grade 12 or Equivalent
- Criminal Record Check
- 18 years or Older

Employment Conditions:

- Satisfactory reference checks
- Proof of a valid Ontario driver's license with acceptable driving record
- Able to pass a pre-employment Drug Test
- An acceptable CPIC and Vulnerable Person's Check

Please submit resume, cover letter and 3 references to the attention Donna Sutherland, Acting Band General Manager via email to:

bandgeneralmgr@picmoberg.ca

The deadline for submission is 4:00pm September 3rd, 2021

Only those selected for an interview will be contacted.