



Sagkeeng First Nation Job Opportunity

Communities that Care: Community Coordinator .5 EFT

1 Year Contract with the possibility of extension

Communities That Care (CTC) is a community-wide initiative to promote positive, healthy development of children and youth. The goal of CTC is to develop healthy behaviors for all children and youth by providing opportunities, skills, and recognition; in families, schools, communities and peer-groups.

The community Coordinator will be responsible for the day to day operations of all CTC activities in the community, which includes community mobilization, board operations and assisting in developing a comprehensive strategic prevention framework.

Responsibilities:

Develops expertise in the CTC process.

Works with the Provincial Coordinator to create a community prevention board and facilitates recruitment of community prevention board members by:

- Delivering presentations and training community board members for outreach activities
- Representing CTC to the larger community, serving as the primary contact for CTC in the community
- Arranging CTC training workshops for community board members

Works with community board members and the larger community to:

- Monitor the implementation of a comprehensive community prevention plan
- Establish systems for monitoring of selected interventions
- Oversee the implantation of preventive interventions selected by the community board
- Coordinate efforts to solve local problems and assist in implementing solutions
- Lead discussions related to project planning and maintenance
- Facilitate the delegation of community prevention board tasks
- Assist in collecting, organizing and analyzing data

Involvement with key financial aspects

- Write grant proposals, reports and other materials as required
- Assist with fundraising activities
- Assist with the development and monitoring of budgets

Requirements:

Post secondary education in the Community Wellness or Social Services with at least three years related experience; or equivalent education and experience, Minimum Grade 12 diploma required.

Experience and knowledge of a population health framework, or community development principles.

Demonstrated ability to form relationships with strategic partners, e.g. youth, families, agencies, service providers, business and faith based communities.

Excellent written and oral communication skills, competence in delivering presentations

Demonstrated problem solving skills

Must already possess or be willing to obtain ASIST certification

Must possess group facilitation skills and experience

Must be self directed, as well as a team player.

Must have excellent organizational and multi tasking skills

Valid Driver's license and access to a vehicle for work purposes

Must be willing to work flex or bank working days/hours of work to accommodate activities/events that occur beyond regular work hours.

Must be proficient in computer use and software (Word, Power Point, Excel, and Outlook), understanding of social media and web based applications an asset.

Experience in writing grant proposals will be considered an asset

Must be familiar with the local community, preference will be given to residents.

Please submit resumes and letters of intent to Sagkeeng Employment & Training Services.

Attention: Wendy Chevrefils, HR Manager

Fax: 367-9061

Email: colali_56@msn.com

Dead line: December 21, 2011