



Sagkeeng Anicinabe

JOB OPPORTUNITY

Sagkeeng Anicinabe Government is looking for a **Community Coordinator**

BACKGROUND

The Sagkeeng Anicinabe (Sagkeeng) is leading a traditional knowledge and use study in relation to the WR-1 Whiteshell Nuclear Reactor, in-situ decommissioning project, starting in September 2018. This study is being co-led by the Firelight Group (www.thefirelightgroup.com), and the results from the study will contribute to Sagkeeng's engagement with Canada and Canadian Nuclear Laboratories (CNL). The study will be part of the information Sagkeeng uses to participate in Duty to Consult and Accommodate consultations. The project requires the services of a dynamic and committed individual who is able to provide the technical and personal skills required to participate in this study.

POSITION DESCRIPTION

The role of Community Coordinator is to help make the Elder or participant feel comfortable and welcome, and to organize and coordinate the interview schedule. Working with the Firelight team, the Community Coordinator may help document the elder's knowledge, or take photos and video. 2 days of direct-to-digital map training will be provided at the Sagkeeng Anicinabe.

DUTIES:

- Coordinate community meetings (logistics).
- Participate in a two-day direct-to-digital map training session with Firelight.
- Identify key participants to be interviewed for the study.
- Schedule interviews.
- Arrange transportation for participant, if necessary.
- Interview preparation.
- Carry out mapping interviews with Firelight.
- Arrange the honoraria cheque and gift, if possible.
- Coordinate travel logistics.
- Responsible for recording interviews and taking notes.
- Must be able to work long days about 3 weeks, beginning in September 2018.
- Communicate regularly with the team.

QUALIFICATIONS:

- Experience:
 - coordinating meetings with various groups,
 - facilitating meetings including leading discussions and conducting interviews,
 - recording interviews,
 - taking notes,
- Demonstrated experience developing and fostering relationships with internal and external stakeholders to advance the vision and goals of the program and the Sagkeeng Anicinabe Government,
- Proven ability to work as part of a team or individually as required,
- Experience at an intermediate level with various Microsoft Office programs,
- Must have a valid Manitoba Driver's licence, a reliable vehicle and current auto insurance;
- Must be willing to work a flexible work schedule including being able to work evenings/weekends as required,
- Must be willing to travel,
- Preference will be given to applicants of Aboriginal / First Nations ancestry with highest preference to members of Sagkeeng First Nation.

Application deadline:
September 26, 2018

Applicants MUST submit:

- Cover letter/ résumé
- Criminal Records Check
- Contact information for 3 work related references

Attention to:

HR Manager
Sagkeeng Government Office
Box 3, Fort Alexander, MB
R0E 0P0

Cover letters and résumés must indicate how the applicant meets the qualifications for the position and can be mailed to the above address or emailed to jobs@sagkeeng.ca, or dropped off at the Sagkeeng Government Office.

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED