

## EMPLOYMENT OPPORTUNITY

# Sagkeeng First Nation Community Planning Coordinator

1-year term

*Reporting to Chief and Council the Community Planning Coordinator is responsible for the following duties and responsibilities:*

### DUTIES:

- Prepare Policy and Procedure Documents linked to the Ten Functions of Government,
- Study and analyze reports and other sources of information, processes, and projects that further the Community led planning process,
- Conduct short and long-term process planning,
- Facilitate public presentations and meetings;
- Conduct home-visiting,
- Compose, conduct and analyze community surveys,
- Conduct S.W.O.T. (strengths, weaknesses, opportunities, threats) community analysis,
- Support Community "Quick-start projects" (Something that can happen quick for visual success),
- Facilitate and debrief "team brain-storming" meetings,
- Record Information and deliver the information back to the people,
- Conduct CCP report for Sagkeeng Anicinabe Government and Indigenous and Northern Affairs, (Details of report include: activities, attendance, number of meetings, evaluations, community attendance, consent forms. Includes messages, quotes and values vocalized by the people of the community),
- Work toward the main goal of a community vision and plan for future generations,
- Network with other community organizations,
- Transparency – document what is given by the people and give back to the people,
- Empower, encourage and engage community members to share,
- In support of the Comprehensive Community Planning process, respect and incorporate cultural values and language,

### QUALIFICATIONS:

- Excellent interpersonal, oral and written communications skills,
- Ability work independently and as part of an interdisciplinary team,
- Ability to speak in public and conduct public meetings,
- Excellent computer skills with demonstrated proficiency with Microsoft Office programs,
- Experience designing and conducting effective community meetings, forums and activities,
- Proven ability to work under pressure, manage varied workloads and meet projected deadlines,
- Must have and maintain a valid Class 5 or greater driver's license and have a vehicle that they may use;
- Knowledge of aboriginal culture an asset
- Preference will be given to applicants of Aboriginal / First Nations ancestry with highest preference to members of Sagkeeng First Nation.



### APPLICATION DEADLINE:

**April 30, 2019**

**Interested applicants must submit:**

- **Cover letter / résumé,**
- **Criminal Records Check;**

Attention to:

Human Resource Manager  
Sagkeeng Government  
Box 3, Pine Falls, MB  
R0E1M0

Resumes can be mailed to the  
above address, emailed to  
[jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca)

or dropped off at the  
Sagkeeng Government Band Office.

**LATE SUBMISSIONS WILL  
NOT BE ACCEPTED UNDER  
ANY CIRCUMSTANCES**

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