



COMMUNITY ENGAGEMENT COORDINATOR

1 Full-Time Contract Position

GENERAL DESCRIPTION

The Community Engagement Coordinator works to provide community engagement support for the Environmental Investigations and Site Clean-up (the Project) for the former-INAC leased industrial lands in Couchiching First Nation. The Community Engagement Coordinator will provide support to Couchiching First Nation's Economic Development Officer, Couchiching First Nation Council member and Couchiching First Nation Chief and Council to meet communications and engagement deliverables, including the coordination of community meetings for the project.

QUALIFICATIONS

Candidates must possess the following skills and attributes:

- Excellent communication skills, both written and verbal.
- Understanding and knowledge of community concerns is an asset.
- Organizational skills and time management skills and the ability to prioritize multiple tasks to meet deadlines.
- Excellent computer skills using Microsoft Word, PowerPoint, and Adobe Acrobat (i.e. for PDF'd documents).
- Understand and comfortable with using Facebook.
- Interpersonal communication skills and ability to work as a team player to effectively interact with CFN Band Office staff, CFN community members, and the Project Team.

Applications will be accepted until 3:30 p.m. September 20th, 2019. Applications must include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to:

Amanda French
Human Resource Manager
Couchiching First Nation
RMB 2027, RR2
Fort Frances, Ontario P9A 3M3
Email: cfnhr@vianet.ca
Fax: (807)274-6458

All suitable, qualified Couchiching Band members shall be given first preference.

While we appreciate all who apply, only those selected for an interview will be contacted.

All late applications will be returned unopened.

All incomplete applications will be returned to the applicant.

CFN welcomes applicants from people with disabilities. A modified space is available upon request for candidates taking part in all aspects of the selection process.

For a complete Job Description, contact Amanda French at 274-8839.