



COMMUNITY DEVELOPMENT COORDINATOR

EMPLOYMENT OPPORTUNITY

The Yorkton Tribal Administration Inc. is seeking 1 highly motivated individual for the position of Community Development Coordinator. Reporting to the Director of Technical Services and working under the supervision of the Emergency Response Plan Coordinator, The Community Development Coordinator helps to ensure that urban and off reserve clients are supported in order to reach their potential and are provided with equal opportunities to fully participate in the community around them. The incumbent will search out partnerships that supports within the community. The outcome is to develop community connections and ensure Elders and Children get the supports they need to maintain a lifestyle which is inclusive, nurturing, secure and based on person centered planning.

Duties:

- Provides leadership, professional resource and support to the individuals Yorkton Tribal Administration Inc. supports, other agencies, community contacts, and designated others.
- Works to find community connections for individuals to achieve their goals and develop networking opportunities.
- Ensures that the Emergency Response Plan Coordinator is kept up to date with essential matters weekly.
- Develop partnerships with others in the community and provides community education through formal and informal presentations.
- Maintains relationships and attends committee meetings with others in the community, including customers and social service colleagues.
- Works with concern for the health, safety and well being of others.
- Positively promotes and maintains the vision, mission and policies of Yorkton Tribal Administration Inc. and the people it supports.
- Takes every precaution reasonable in the circumstances for the protection of others.
- Works with people in the community who we partner with or who have concerns or require further information.
- Undertakes special projects as assigned.

Qualifications:

- Diploma in Early Childhood Education or a combination of experience and training.
- The Community Development Coordinator must have at least 3 years of experience working with children's programs.
- The Community Development Coordinator must possess a valid first aid certificate supported by the knowledge and understanding of First Nations language, culture, traditions and social issue.
- Familiarity with available community resources in our service delivery area.
- Excellent verbal and written communication skills.
- Ability to make sound decisions in a timely manner.
- Ability to work effectively within a team approach to community development.
- Ability to access funding opportunities.
- Ability to work independently.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- Excellent teamwork and team building skills.
- High degree of resourcefulness, flexibility, and adaptability.
- Able to effectively communicate both verbally and in writing.
- Politically and culturally sensitive.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Strong morals and ethics, along with a commitment to privacy.
- Must be able to be depended upon to plan and organize work effectively and ensure its completion.
- Must be willing to do extensive travel and must possess a valid driver's license and reliable Vehicle.

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- Must be willing to provide a current **Vulnerable Sector Criminal Record Check**.
- Work irregular or extended hours to complete special requests and/or projects when needed.
- Must manage a number of people, priorities and projects at one time, and may have to respond to emergency or crisis situations.

Please quote **Competition Number: 20-21-15**

Salary: To Commensurate with qualifications and experience

Combination of education, relevant training and work experience will be considered.

Preference will be given to those of Aboriginal ancestry under exemption E-96 of the Human Rights Code.

APPLICATIONS MUST BE RECEIVED BY: Monday August 31, 2020 at 4:00 pm

****Only those candidates shortlisted for an interview will be contacted. Shortlist candidates must be willing to provide a current original copy of the Canadian Criminal Records Check at the time of the interview and three (3) written reference letters. ****

Please submit resume applications and cover letters to:

Yorkton Tribal Council, 102-506 Broadway Street West Yorkton, Saskatchewan, S3N 0P3 FAX:

306.786.6264

Attention: Human Resources – Ajay Tadi; Email: Ajay.Tadi@ytai.org

