



## **EMPLOYMENT OPPORTUNITY**

**Job Title:** Community Navigator

**Location:** The Key First Nation

**Term:** Full Time- 4 Month Term with Possibility of Extension

### **Position Summary**

The Key First Nation is seeking an enthusiastic individual who will be responsible for overseeing the development of the Community Development Initiative. This position requires a broad skillset and the ability to work cooperatively and collaboratively with all of The Key First Nation departments, the broader community and partners as we develop and ratify our Comprehensive Community Plan. Our ideal candidate should also bring a genuine interest in learning more about community planning and a passion for improving our quality of life and longterm vision for The Key First Nation.

### **Roles and Responsibilities:**

- To learn about community planning and the specific tasks associated with the Community Navigator role
  - Investigate and research relevant background information.
- Work alongside partners as well as other Community Navigators throughout the duration of the project.
- Lead various meetings within the community to introduce the Comprehensive Community Plan
  - Find creative ways to engage all community members to develop the plan
- Maintain positive working relationships with internal and external personnel and/or organizations/agencies.
  - Work with membership, staff, and leadership to develop priorities and goals for the CCP
  - Prepare basic information concerning the community plan process and act as a resource person for departments, members and council on the community plan process, procedures and protocols.
  - Coordinate local data collection and transfer from TKFN departments and other partners.
    - Develop memos, progress reports, briefing notes and general planning documents.
    - To coordinate the review of draft reporting documents and presentation materials.
  - Draft and Finalize CCP, present to community and leadership for ratification

### **Required Qualifications:**

- Excellent interpersonal communication skills and ability to work as a team player to effectively interact with other departments and staff, elected officials, members, service providers and local government agencies and officials.
  - Independently motivated, responsibly utilize budgets to maximize outcomes
  - Ability to use computer and email.
  - Ability to use Microsoft Word and Excel.
  - Strong oral and written communication skills.
  - Ability to conduct research, proposal writing and project management.

- Exceptional organization and time-management skills and ability to prioritize multiple tasks. • Highly motivated and ability to work in demanding and fast paced work environment.

**COMPENSATION AND BENEFITS:**

Competitive and commensurate with education and experience

The Key First Nation invites all interested and qualified Applicants to submit a letter of interest and resume identifying qualifications/requirements attention: **Megan Crane by January 4, 2020** to:

Fax to (306) 594-2545 or email to [m.crane@keyband.ca](mailto:m.crane@keyband.ca)

We thank all those who apply, however, only those who meet the requirements will be contacted for an interview.