



**MOOSE DEER POINT FIRST NATION
GOVERNMENT SERVICES**

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MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY

Position: Comprehensive Community Planning Coordinator (CCPC)
Duration: Full time -3 Year Contract, upon successful completion of probation
Salary: \$17-25/hour depending on qualifications
Start Date: As Soon As Possible

Moose Deer Point First Nation is seeking an organized, personable person who can multitask and has a passion about bringing the voice of the community forward. This position will need someone who has communication, coordination and facilitation, and reporting skills. The applicant must be energetic and personable with a strong knowledge or desire to learn Moose Deer Point First Nation territory, culture and history and is passionate about bringing the voice of the community forward to create a great vision for our people. If this is you, please send a resume and cover letter to apply for this amazing job opportunity.

Under the direct supervision of the First Nation Administrator or designate, The CCPC will coordinate Moose Deer Point First Nation's Comprehensive Community Plan (CCP), including hosting engagement sessions, organizing data, and coordinating the CCP project with support from the Advisory Committee and Band Staff.

The position will be responsible for overseeing the planning and overall coordination, marketing, and provision of ongoing communication with a CCP Planning Team, Administration, Chief and Council, Community members including men, women, youth, elders, and all family groups.

Moose Deer Point First Nation is dedicated to the development of its employees; appropriate training and guidance will be given to the right candidate.

Qualifications and Skills:

- Grade 12 or equivalent.
- Ability to be neutral and listen to the community and Elders.
- Computer and social media literate (MS word, Excel, Power Point)
- Excellent organizational skills
- Willingness to be creative and open to different ways of engaging the community.
- Willingness to learn new skills and attend CCP training sessions and workshops.
- Strong written and verbal communication
- Independent and also a willingness to learn from our team.
- Strong knowledge of or desire to learn about Moose Deer Point First Nation structure, territory, culture and history.
- Flexible Schedule
- Must have a valid driver's Licence and own vehicle.

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Duties and Responsibilities: The following should not be considered an exhaustive list of duties:

- Bring creative energy and approach to facilitating comprehensive community plan.
- Coordinate and assist with facilitating CCP process and community engagement.
- Explore the community's priorities and opportunities.
- Develop Engagement and Communications Strategy
- Work with Chief and Council, Staff, and Community Planners at Nishnawbe Aski Development Fund to design and implement the CCP process.
- Review background information and previous planning
- Coordinate and host any of the following initiatives: information sessions, community meetings, focus group sessions (youth, elder, men and women), and/or creation of community survey
- Review information from meetings and create drafts of the CCP
- Writing, researching, analyzing, communications with staff and Chief and Council and funders
- Report back to staff, Chief and Council and to the community
- Identify any additional information needed to complete CCP document

This is your chance to be part of a dynamic and growing community where you will have the opportunity to implement processes and make your mark for the better of all.

Please note that a criminal record check (CPIC/VSS) is required upon conditional offer. Expenses for CPIC/VSS are reimbursed after orientation.

Please submit your **updated resume and cover letter by September 16th** to the First Nation Government Office, Attention: Arianna Fitchett, HR. Resumes and cover letters will be accepted at the Government Office or by email to Arianna.fitchett@mdpfn.com. Please put "CCPC" in the subject line or sealed envelope.

We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.