

ATTAWAPISKAT FIRST NATION

P.O. Box 248
Attawapiskat, Ontario P0L 1A0

Posted September 18, 2019

JOB OPPORTUNITY – CHOOSE LIFE PROGRAM COORDINATOR

Choose Life is an extension of Jordan's Principle, a child-first initiative that provides funding for programs, services, and workshops for youth in Nishnawbe Aski Nation communities. The Choose Life Program Coordinator will support the creation, delivery, continuation, and sustainability of Choose Life supported programs in Attawapiskat First Nation. The Program Coordinator will liaise with band staff, managers, schools, and coordinators to inform them of Choose Life and its goals, the application process, developing a work plan, answer questions, support in developing ideas, and support throughout the whole process. The successful candidate will also be a primary contact for the community on Choose Life initiatives and inform and update the community regularly. This role reports to the Director of Operations.

Position: CHOOSE LIFE PROGRAM COORDINATOR

Duration: Full-Time Term Position – 70 hours per week

Summary of Duties:

- liaise with community members to ensure that the community is well informed about Choose Life supported programs and initiatives
- liaise with First Nation staff, managers, schools, and coordinators to inform them of Choose Life and its goals, the application process, developing a work plan, answer questions, support in developing ideas, and support throughout the whole process
- support the delivery of programs once the funding is approved
- provide financial management support to Choose Life program leads
- support in the reporting and recording of a Choose Life initiative in the community
- hold community awareness sessions to inform the community of Choose Life programs
- Other tasks as assigned by the Director of Operations

Summary of Qualifications:

- Post secondary education in a related degree or a combination of education and work related experience
- Prior experience working with First Nations
- Experience with proposal writing, budgeting, finance, and technology
- Experience in facilitating land-based activities, workshops, and programs is an asset
- Good interpersonal, and communications skills
- Ability to speak Cree is an asset

Applications **must** include:

Cover Letter highlighting skills, assets and previous experiences

Resume with three (3) contactable references

Current Police Check (CPIC) with vulnerable sector clearance (proof of application or valid CPIC must be produced prior to any final offer of position)

Deadline for Applications: Friday, October 4, 2019 at 1600 hours (4:00p.m.)

Send applications to: Lorraine Sutherland
A/Director of Operations
Attawapiskat First Nation
P. O. Box 248
Attawapiskat, Ontario
P0L 1A0
Mark envelope: CHOOSE LIFE COORDINATOR