



WOLASTOQEY NATION IN NEW BRUNSWICK

Matawaskiye • Neqotkuk • Wotstak • Pilick • Sitansisk • Welamoktok

Community Engagement Coordinator

Employment Opportunity at Wolastoqey Nation in New Brunswick.

Term: Full-time / 1-year term position with the possibility to renew

Overview:

The Wolastoqey Nation in New Brunswick is a not-for-profit organization that represents the six Wolastoqey Communities in New Brunswick: Matawaskiye (Madawaska), Neqotkuk (Tobique), Pilick (Kingsclear), Sitansisk (Saint Mary's), Welamukotuk (Oromocto) and Wotstak (Woodstock). WNNB was formed in 2017 to help coordinate and provide technical support and advice to the Wolastoqey Communities in New Brunswick on matters that relate to Wolastoqey constitutionally protected Aboriginal and Treaty Rights.

WNNB hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. Please self identify.

WNNB is searching for a motivated individual who is passionate about community engagement and highly organized. Reporting to the Consultation Manager, the Community Engagement Coordinator will have to opportunity to be mentored in conservation and consultation work.

Roles & Responsibilities:

Coordination/Organization/Communication:

- Facilitate Wolastoqey engagement and involvement in planning and decision making related to conservation and protected areas.
- Assist with planning Resource Development Consultation Coordinators (RDCC) and community Meetings.
- Attend and present information at RDCC and community meetings.
- Assist in the assessment, implementation, management and monitoring of projects in Wolastoqey Territory related to protected and conserved areas.
- Prepare correspondence including reports, letters, briefings and memos.
- Establish relationships with WNNB member communities through ongoing community engagements.

Community engagement and meetings for other files as they arise.

Educational and Training Requirements:

- Undergraduate degree in liberal arts, communications, business, leadership, science, natural resource management, or a related field,

- Two-year college diploma in any of the above fields and two years of related experience; or,
- High school graduation and a minimum of five years of related experience.

Mandatory Experience and Skills:

The successful applicant must have the following qualifications, experience, and attributes:

- Ability to prioritize, organize and to work independently and to perform well with minimal supervision
- Willingness to work regularly and directly within First Nation communities
- Ability to analyze information, make appropriate recommendations, provide advice to First Nation communities
- Ability to use and highly proficient with Email and Microsoft Office (Word, PowerPoint, Excel, etc.)
- Ability to learn quickly
- Excellent work ethic, positive attitude and is outcome-driven

Desirable Qualifications and Attributes:

The following qualifications and attributes would be considered assets for this position:

- Cultural resource management [such as archaeological or cultural site management, archaeology]
- Experience with community engagement, planning events, etc.
- Communications and marketing experience
- First Nation agreement management, and/or parks and protected area management
- Prior experience working with First Nations
- Prior public speaking and/or workshop facilitation experience
- Excellent leadership and communication skills

Operational Requirements:

- Willingness to travel.
- Willingness to spend time in the field

Remuneration is commensurate with qualifications and experience. Work location is flexible with the possibility to work remotely. WNNB office location is Kchikhusis Commercial Centre, St. Mary's First Nation, New Brunswick. WNNB strictly adheres to Covid 19 restrictions.

Applications should be submitted in confidence via email, with the subject line "Community Engagement Coordinator", to: human.resources@wolastoqey.ca or indeed.com. The deadline for applications is July 16th, 2021

Note: WNNB may consider candidates that initially may not have all the experience and knowledge requirements. In that case, training and development opportunities will be identified for the candidate's long-term success.