

EMPLOYMENT OPPORTUNITY – COMMUNITY DEVELOPMENT OFFICER (TERM POSITION)

(Full-time) Temporary Contract – Possible extension.

Beardy's & Okemasis Cree 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 BOCN departments, the broader community and Urban Systems. Our ideal candidate should also bring a genuine interest in learning more about community planning and a passion for improving our quality of life at BOCN.

Roles and Responsibilities:

- To learn about community planning and the specific tasks associated with the Community Development Initiative.
- Investigate and research relevant background information.
- Work alongside Urban Systems as well as other Community Navigators throughout the duration of the project.
- Lead various meetings within the community to introduce the Community Development Initiative.
- Maintain positive working relationships with internal and external personnel and/or organizations/agencies.
- Work with other departments to address the priorities that are identified in the community plan.
- 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 Beardy's & Okemasis Cree Nation departments.
- Develop memos, progress reports, briefing notes and general planning documents.
- To coordinate the review of draft reporting documents and presentation materials.
- Support Beardy's & Okemasis Cree Nation Tourism Development
- Performs other related duties

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.
- Ability to work with a computer and email.
- Ability to use Microsoft Word and Excel.
- Strong oral and written communication skills.
- Ability to conduct research.
- 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.

IF INTERESTED IN APPLYING ALL APPLICANTS MUST SUPPLY:

- ✓ Letter of Application
- ✓ Resume with current email address
- ✓ (3) Current professional references (1) from last/current employer

FORWARD APPLICATIONS TO:

MAIL: Beardy's & Okemasis Cree Nation
ATTN: Jaye Cameron, CEO
P.O. Box 340 Duck Lake, Sask. S0K 1J0
Fax: (306) 467-4404
Email: jcameron@beardyband.com
Or Drop off at the Band Office.

Deadline for Applications is: June 12, 2020 12 noon. *(Late applicants will be declined)*