



## Job Posting Comprehensive Community Planning Coordinator

<b>Position:</b>	<b>Comprehensive Community Planning (CCP) Coordinator</b>
<b>Terms:</b>	<b>Contract – One year - Renewable</b>
<b>Hours of Work:</b>	<b>Monday to Friday 8:30 am – 4:30 pm (will be required to work evenings and weekends when necessary)</b>

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**Position Summary:** This position will coordinate Matachewan 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. The position will need someone who has communication, coordination and facilitation, and reporting skills. Must be energetic and personable with a strong knowledge of Matachewan 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.

### ***Job Duties will include:***

- 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

### **Additional Tasks:**

- Research and gather information for compilation into CCP and other community based processes
- Update Chief and Council on CCP process
- Attend all community events to have strong understanding of community situation

- Review other First Nations CCP's
- Build on understanding of the current situation in the community by talking to as many community members as possible - in their homes, at meetings, for coffee, host workshops, collaborate with other departments
- Discuss visioning and community engagement strategies already in place
- Discuss ideas around reserve infrastructure
- Attend training sessions and workshops
- Learn about and host a variety of information sessions about what a CCP is

**Education, Experience and other requirements:**

- 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)
- Zoom and Team meetings hosting (online meetings)
- 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 team
- Experience hosting community events or meetings is preferred
- Strong knowledge of Matachewan First Nation structure, territory, culture and history
- Flexible Schedule
- Must have Driver's Licence and own vehicle.

**TO APPLY:**

Send cover letter and resume to:

[Bandmanager@mfnrez.ca](mailto:Bandmanager@mfnrez.ca)

Mail: P.O. Box 160

Matachewan, ON

POK 1M0

Or may be hand delivered to Band Office

**Application deadline date is December 10, 2021, 4pm**

*Only those selected for an interview will be contacted*