

# Community Navigator (Temporary Full-Time)

Pasqua First 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 Pasqua First Nation 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 Pasqua First Nation.

## Roles and Responsibilities:

- \* To learn about community planning and 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 Initiative.
- \* Maintain positive working relationships with internal and external 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 Pasqua First Nation departments and respective Tribal Councils.
- \* Develop memos, progress reports, briefing notes and general planning documents.
- \* To coordinate the review of draft reporting documents and presentation materials.

## 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.
- \* Access to computer and email.
- \* Ability to use Microsoft Word, Publisher and Excel.
- \* Strong oral and written communication skills.
- \* Ability to conduct research.
- \* Exceptional organizational and time-management skills and ability to prioritize multiple tasks.
- \* Highly motivated and ability to work in demanding and fast paced work environment.

Please apply by submitting a cover letter and resume to:

**Shane Kirkness, Human Resource**

**Box 79, Pasqua, SK S0G 5M0**

**PHONE: 306.332.5697 Ext. 224**

**EMAIL: shanekirkness.2016@gmail.com**

**FAX: 306.332.5199**



The Closing Date for applications is: **AUGUST 12, 2016 4:30 PM**