



JOB OPPORTUNITY: Project Coordinator

Competition Number NCC0119MC(a)

The NunatuKavut Community Council (NCC) is seeking applications for a Project Coordinator. Working under the direction of the Health and Social Sector Manager, this position will be responsible for providing support, encouragement and mentoring to students and staff in the development of multimedia initiatives that highlights NCC's people and places; and meaningfully encourages youth to participate in civic engagement. The ideal candidate will demonstrate a commitment to professionalism and fostering relationships, while providing tangible results to NCC. This position will be based in Labrador and work location is dependent upon successful candidate.

NunatuKavut means "our ancient land" and refers to the territory of Inuit who belong to south and central Labrador. NCC is a rights-based governing body that represents NunatuKavut Inuit. We are a dynamic, fast-paced and growing team that strives to meet the priorities, interests and needs of our people. Our vision demonstrates commitment to community and culture as we seek "to govern ourselves by providing and caring for one another, our families, and our communities while nurturing our relationship with our land, ice, and waters." We foster an open and transparent working environment which incorporates Inuit values of caring, fairness, respect, accountability and teamwork.

Role and Responsibilities

- Assist youth in finding opportunities to showcase their productions (podcasts, videos, etc.) to demonstrate their journalism and leadership skills;
- Assist Indigenous and non-Indigenous youth in learning about reconciliation and decolonization;
- Help youth work with various community-based partners;
- Teach students how to prepare newspaper/magazine articles, podcasts, videos and photo exhibitions;
- Teach students how to conduct interviews;
- Teach students how to research their stories;
- Teach students how to use various software applications;
- Participate and work with various stakeholders; and
- Demonstrate a commitment to NCC's employee values and policies.

Skills and Qualifications

- Post Secondary education in a relevant discipline is preferred or equivalent relevant experience and/or combination of education and experience, may be considered;
- Ability to develop, read analyze and interpret educational/learning plans;
- Ability to teach journalism skills;
- Ability to proofread and edit documents;
- Experience working with Indigenous groups is essential;
- Problem-solving, communication, report writing skills and presentation skills is essential;
- Computer literacy is essential;
- Demonstrated organizational, interpersonal and analytical skills;
- Ability to work effectively as a team, and self-starter when working independently;
- Class 5 driver's license and access to a personal vehicle;
- Will be required to travel; and
- Must be willing to work flexible hours.

Preference may be given to qualified members of NCC.

How to Apply

Please submit cover letter and resume (including three references), stating competition number, to the HR Manager by:

E-mail: mjdyson@nunatukavut.ca

OR

Mail: HR Manager
PO Box 460, Station C
Happy Valley-Goose Bay, NL A0P 1C0

OR

In person: NCC Head Office, 200 Kelland Drive, Happy Valley-Goose Bay (to the attention of the HR Manager)

Deadline for applications is March 14, 2019.

For those who applied for the anticipatory job posting, there is no need to reapply.

Please note that only those selected for an interview will be contacted.