



Job Opportunity: Project Co-ordinator

Internal/External

Competition Number NCCPC-IWES091219

The NunatuKavut Community Council (NCC) is seeking applications for an Indigenous Women's Economic Security (IWES) Project Co-ordinator. Working under the direction of the Employment and Skills Development Manager, the IWES Project Co-ordinator will be responsible for co-ordinating all activities of the IWES Project. The successful candidate will also assist with the development of funding proposals and budgets, as well as communicate with partners, government offices, funding agencies, private sector employers/industry and community members. This position may be located in southern or central Labrador. This position will begin as soon as possible, ending September 30, 2021.

NunatuKavut means "our ancient land" and refers to the territory of Inuit who reside primarily in 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 governing vision demonstrates commitment to community and culture as we seek "to govern ourselves, provide and care for one another, our families and our communities while nurturing our relationship with our lands and waters." We foster an open and transparent working environment which incorporates Inuit values of caring, fairness, respect, accountability and teamwork.

Duties and Responsibilities

- Research, analyze and monitor current labor market data;
- Assist with the preparation of contracts and ensure compliance with all contracts associated with the employment and skills development department;
- Preparation of detailed reports;
- Monitor statistics and ensure accuracy to ensure positive outcomes;
- Work with partners, including project steering committee;
- Planning, organizing and facilitating community meetings/sessions;
- Hosting steering committee meetings, including notetaking;
- Implementing work plan and budget;
- Continue Needs Assessment implementation and reporting;
- Demonstrate a commitment to NCC's employee values and policies;
- Develop and maintain a strong network of relationships with stakeholders; and
- Provide diverse organizational support to NCC, as directed by the CEO.

Skills and Qualifications

- Must have successfully completed post-secondary education in business administration, human resource development, sociology or similar field of study; or three to ten years related experience and/or training; or equivalent combination of education and experience;
- 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.

Assets:

- Experience working with a project steering committee; and
- Project co-ordination and/or management experience.

Preference may be given to qualified members of the NunatuKavut Community Council.

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
NunatuKavut Community Council
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)

Application deadline is September 27, 2019.

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