



Job Opportunity: Program Coordinator/ Facilitator in Labrador West

Competition number NCCPC041621

The NunatuKavut Community Council (NCC) is accepting applications for the position of Program Coordinator/Facilitator at the Labrador West Indigenous Service Centre (LWISC) in Labrador City. The incumbent will be responsible for planning, developing and coordinating cultural events and initiatives for all Indigenous peoples in the area. The ideal candidate will lead in the commitment to professionalism and fostering relationships, while providing tangible results.

Roles and Responsibilities

- Develop, coordinate and facilitate various cultural programs and initiatives i.e. drumming, traditional crafting, traditional healing, life skills, gardening, etc. for Indigenous peoples in Labrador West.
- Plan, coordinate and deliver presentations promoting cultural and traditional lifestyles and connections to the land.
- Lead/host events and activities using blended virtual and in person platforms as needed.
- Research and write proposals seeking new funding opportunities.
- Oversee the logistical planning and delivery of programs, i.e. onsite logistical management of programs, as well as pre-program planning activities and post seminar follow-up activities.
- Engage in community outreach to promote cultural awareness.
- Perform relevant program financial management.
- Represent LWISC on various committees
- Other duties as required.

Conditions of Employment

- Must be flexible and able to work evening and weekends several times per month.

Skills and Qualifications

- Experience in planning, developing, and implementing, as well as coordinating and overseeing events and activities.
- Experience in relationship building with communities, stakeholders and various levels of government.
- Strong problem-solving, communication, report writing and presentation skills, as well as organizational, interpersonal, and analytical skills.

- Experience in various aspects of proposal development and writing.
- Financial/budget management experience is essential.
- Ability to work unsupervised and demonstrate motivation and initiative.
- Must have proficient computing skills using MS office, presentations software, social media, and other relevant software.
- Must be a team player.
- Knowledge of cultural safety within Indigenous communities.
- Experience working in an Indigenous or cultural setting is an asset.

Education and Experience Requirements

- Two Year Diploma in social sciences, public administration or other relevant field of study, OR demonstrable equivalent expertise gained through education, training, life and work experience.
- 1 – 2 years relevant experience in program and or event coordination.

Preference may be given to Indigenous applicants.

How to Apply

Please submit resume and cover letter with three references to:

Chelsea Dyson, HR Coordinator
NunatuKavut Community Council
E. cpadyson@nunatukavut.ca
F. 709- 896-0594

Application deadline is April 30, 2021.

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