



# Job Posting

## Community Navigator

Stz'uminus First Nation is looking for a Community Navigator for a multi-year term position.

The Community Navigator will work with local leadership to support the design, development and implementation of Stz'uminus First Nation's community development priorities. They will liaise with CDWAI (Community Development Wrap Around Initiative) and support team members, including First Nation leadership, ISC (Indigenous Services Canada) and the CDWAI lead.

### Responsibilities:

- Co-ordinate CDWAI in-community meetings and activities for the Stz'uminus First Nation and CDWAI support team.
- Attend all CDWAI related meetings and co-ordinate the drafting and sharing of meeting minutes.
- Monitor the activities identified in the CDWAI support plan and follow-up on action items.
- Co-ordinate any community engagement activities related to CDWAI.
- Act as the point of contact for CDWAI in the community.
- Liaise with the ISC CDWAI Lead to co-ordinate the drafting and updating of the Community Development Support Plan, and manage the community reporting process.
- Cultivate and maintain relationships with external stakeholders, including government agencies.
- Support the planning and implementation of community engagement activities, including workshops and public events.
- Maintain accurate records and reporting on project progress and goals.
- Attend relevant community meetings and events to stay aware of community priorities.
- Represent the organization at external meetings and events as requested.

### Qualifications:

- Experience in community-led planning.
- Ability to communicate effectively in writing.
- Experience in project management, including budgeting and reporting.
- Familiarity with relevant government policies, regulations, and funding opportunities.
- Skilled in Microsoft Office Suite (Word, Excel, PowerPoint).
- Bachelor's degree in First Nation Studies, Community Planning, Urban Planning or a related field an asset.
- 3+ years of experience in community-led planning, preferably within a First Nations Community an asset.
- As a condition of employment, must take a Criminal Record Check and be able to maintain confidentiality.

**Send your cover letter and resume to**

[resumes@stzuminus.com](mailto:resumes@stzuminus.com)

**Deadline: Friday, April 7, 2023**