

FEDERATION OF NEWFOUNDLAND INDIANS

PROJECT COORDINATOR (TERRA NOVA PARK ANNIVERSARY) JOB DESCRIPTION

Pending Government Approval - Job Creation Partnership Project

SALARY: \$ 423 per week (non-insurable earnings)

EMPLOYMENT TERM: February 19, 2007 – August 10, 2007

DURATION 25 weeks

DESCRIPTION: Working under the supervision of the Central Vice President and FNI Cultural Committee, the Project Coordinator is responsible for the overall planning, coordination and implementation of FNI events/activities relating to Terra Nova Park's 50th Anniversary.

DUTIES and RESPONSIBILITIES:

- Plan, coordinate and implement Mi'kmaq events/activities relating to Terra Nova Park's 50th Anniversary;
- Liaison with Terra Nova Park on matters relating to their 50th Anniversary;
- Liaison with other Aboriginal organizations on matters relating to Terra Nova Park's 50th Anniversary;
- Coordinate meetings of the FNI Cultural Committee;
- Prepare documents for the FNI Cultural Committee as it relates to Terra Nova Park's 50th Anniversary (i.e. minutes, reports, letters, etc); and
- Other duties and responsibilities relating to Terra Nova Park's 50th Anniversary.

KNOWLEDGE, SKILLS and ABILITIES:

- Exceptional knowledge of computer software and applications
- Ability to communicate effectively both verbally and in writing
- Exceptional time management and organizational skills
- Ability to work independently
- Strong networking and consensus building skills
- Knowledge of business process and procedures
- Knowledge of working with the public

MINIMUM QUALIFICATIONS:

- Business administration diploma or equivalent
- Relevant work experience
- Extensive knowledge of computer programs and applications
- Knowledge of the Mi'kmaq people of Newfoundland
- Experience in writing detailed reports and other public documents
- Experience in working with the public
- Experience in building and maintaining partnerships

APPLY BY EMAIL: randy.drover@nf.sympatico.ca

This competition is open to members of the Federation of Newfoundland Indians. Successful candidate must be EI eligible. Office will be based out of Grand Falls-Windsor.