



WHITECAP DAKOTA FIRST NATION

EMPLOYMENT OPPORTUNITY – COMMUNITY ENGAGEMENT COORDINATOR

Whitecap Dakota First Nation (WDFN) is a modern and progressive First Nation near Saskatoon and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation, and great benefits! Apply to join our team today and see what the Whitecap Dakota First Nation is all about!

POSITION SUMMARY

Whitecap Dakota First Nation's Community Engagement Coordinator is a key team member, facilitating and coordinating a robust community engagement strategy for the Whitecap Dakota First Nation (WDFN.) They will support WDFN's work in developing new laws through coordinating engagement with Whitecap Members, including serving as the lead coordinator of the Whitecap Governance Advisory Committee. The focus will be delivering strategies to support Whitecap Members' awareness of the transition to self-governance.

DUTIES AND RESPONSIBILITIES

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota First Nation and reporting to the Director of Self Government, the Employee will:

- Assist in the implementation of the Whitecap Governance Agreement
- Support and coordinate the work of the Whitecap Governance Advisory Committee, including assembling agendas and materials, including preparing records of decision.
- Communicate and organize community consultations, including Band Membership meetings on governance.
- Provide support and advice about incorporating Dakota knowledge, culture, and governance practices into self-governance implementation
- Create engaging content for social media channels, digital platforms, and written communications for a variety of demographics, including vary the language and tone of the message based on audience and channel
- Coordinate a community engagement calendar, schedule, and media campaigns, under the direction and supervision of the Manager of the Governance Policy and Implementation
- Identify, build, and engage a community of social media influencers
- Assist with data acquisition as needed and directed, including maintenance of a database
- Deliver presentations to WDFN staff and outside delegations
- Drafting reports for the review of the Director of Governance

Education and Experience Requirements

- Post-secondary education or equivalent experience
- Communications and or community engagement experience
- Knowledge/interest in Dakota Culture

- Website and social media skills
- Skills in social media graphics preferred
- Strong writing skills
- Project and event management skills.
- Exceptional Strong oral and written communication skills, including active listening and interpersonal skills

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

EMPLOYMENT TYPE: Fulltime

SALARY AND BENEFITS

- Competitive salary based on qualifications and experience.
- Benefit and Pension Eligibility
- Eligibility for a subsidy of regular rates at the Whitecap Early Learning Centre.

APPLICATION PROCESS

Submit cover letter and resume by email to: mstdenys@whitecapdakota.com.

APPLICATION DEADLINE – March 31, 2023

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.