



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

EXTERNAL POSTING

Job Title:	CCP Support Worker	Posting #:	39-2024
Department:	Corporate Services	Grade:	4 L1
Location:	Office at 2026 Kennay Yah Rd; Multiple Sites Served	FTE:	0.60
Supervisor:	Director of Corporate Services	Starting Rate:	\$26.70/hour.
Key Areas:	Engagement and Outreach	First Posted:	2024-10-01
Effective Date:	Immediate, part time temporary	Closes:	When Filled.

Job Scope

Background: The Fort Nelson First Nation is currently engaged in updating its Comprehensive Community Plan (CCP) “Reaching for Our Vision”, which is a community driven document that outlines our implementation priorities for the future of our Nation. The newly updated document, when completed, will provide a mandate for ensuring that governance and operational activities align with the current priorities of our Nation. Your involvement in this project will involve assisting in supporting engagement activities that target the participation of community members to ensure accurate representation of all views. Project activities include: community meetings (live and virtual), with all ages (students, youth, adults and Elders), and various other forms of engagement (surveys and social media engagement) and outreach activities at various community events. This project is expected to be complete by March 31, 2025.

Reporting to the Director of Corporate Services and in consultation with the CCP project team, the CCP Support Worker will become familiar with the Comprehensive Community Planning (CCP) project to effectively support the project team. This is a public-facing role – the CCP Support Worker will be responsible for confidently communicating project updates and engaging with various groups.

Key Responsibilities:

- Serve as the public face of the CCP project, building familiarity with project details to engage confidently with members.
- Attend community events and programs as predetermined with the CCP project team to engage with diverse groups of members, provide information about the project and circulate project materials, providing paper copies of current surveys or completing online surveys with and on behalf of members (seeking approval of event organizers).
- Conduct targeted outreach such as door-to-door delivery of event invitations for Elders and individuals with functional limitations, in advance of engagement activities.
- Procure materials and supplies for engagement activities and assist with setup and dismantle of venues. Take attendance and record specific questions or requests for additional information, and follow up as required.
- Canvas public spaces and display engagement posters in visible locations (department buildings, schools, gas stations, library, post office, etc.)
- Attend onsite engagement activities ensuring that you become familiarized with meeting participants and that they learn to rely upon you for follow up activities related to community engagement.
- Other related duties as assigned by the Supervisor.

Preferred Qualifications

Experience:

- Experience providing administrative support.
- Experience with community engagement.
- Experience organizing group activities.



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

EXTERNAL POSTING

Knowledge:

- Mature individual of professional presentation with a minimum grade 12 high school diploma.

Skills:

- Good communication skills – verbal, written and interpersonal.
- Good organization skills; attention to detail, documentation and work planning.
- Good computer skills such as MS Office Suite and/or Google™ Workspace products.

Abilities:

- Ability to engage confidently with others.
- Ability to listen and ask questions.
- Ability to successfully establish and maintain respectful working relationships with others.

Other (required):

- No barriers to working with any member of the community and their family representative(s).
- Travel is a requirement for this work.
- Working a flexible work schedule and working in multiple locations is required for this work.
- Work some evenings/weekends is an occasional requirement.
- Compliance with BC Immunization program and TB screening.
- Satisfactory completion of a police information check may be required.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

Optional:

- Previous events planning experience.
- Experience working for or a relational understanding of First Nations communities.
- Ability to speak Dene and/or Cree.

Work Conditions

It is anticipated that this employee will work 15 to 20 hours per week, schedules and shifts may vary within each week; flexible schedule can be determined 2-4 weeks in advance. Will be required to occasionally work evenings and weekends. Driving/travel is an occasional requirement for this work. Overtime only as approved by the Supervisor.

Application Instructions

Closes: When filled. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.