



SAUGEEN OJIBWAY NATION
JOB POSTING
Community Outreach Associate
Member of Saugeen Ojibway Nations Preferred

Program:	Environment Office Saugeen Ojibway Nation
Supervisor:	Communications Manager
Accountable to:	Senior Manager
Term of Employment:	Full Time - Permanent (dependent on funding)
Wage Rate:	\$47,826 - \$62,174 (negotiable dependent on experience)
Hours of Work:	37.5 hours/week (Weekends and evenings may be required)

The Saugeen Ojibway Nation (SON) Environment Office is the means by which the Joint Chiefs and Council of the Saugeen Ojibway Nation interact with companies and governments who wish to develop projects on SON Territory. The EO coordinates consultations with these proponents to ensure projects do not negatively impact Aboriginal and treaty rights and claims. An important part of the consultation process is keeping community members informed and obtaining their feedback regarding these projects, consultations and agreements.

The Community Outreach Associate will assist the Community Engagement Coordinator with implementing and maintaining all aspects of Community Engagement Strategy. Through direct interaction with individuals within the community, the Outreach Associate will help collect and share information that impacts the SON community as a whole.

RESPONSIBILITIES

- Coordinate membership engagement with both the Saugeen First Nation and Chippewas of Nawash Membership Office
- Participate with SON EO programs on developing an engagement strategy
- Execute engagement strategies with SON band membership
- Collect, record and report engagement results in an efficient manner
- Visit community members at their homes to share communications and information materials, if required
- Distribute Saugeen Ojibway Nation communication and information materials
- Efficiently contact and engage community members both on and off the reserve
- Protect the privacy of personal information
- Attend training and professional development opportunities as required
- Maintain accurate records and write summary reports of outreach activities
- Provide supervisor with regular updates and assist with the development of a work schedule
- Serve as an EO resource to develop a better understanding of community needs
- Promote community participation at meetings, celebrations and events
- Assist with community events and life celebrations as needed
- Represent SON at external events and other celebrations within the community as needed
- Serve as a liaison for important community milestones: deaths, births, marriages, etc.
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Minimum age of 18
- Outgoing personality with great communication skills both written and verbal
- Comfort with having one-on-one conversations with community members
- Able to be respectful, personable and neutral during interactions with people
- Familiar with the use of Google Docs and social media platforms such as Facebook, Twitter etc.
- Valid Ontario "G" licence and access to a reliable vehicle for work related purposes
- Willingness to provide the results of a Criminal Background Check and/or Vulnerable Sector Background Check
- Adhere to all SON policies and procedures, including Health & Safety guidelines

- Respect the confidentiality of SON, the community and employee information
- Deal professionally and courteously with all internal and external contacts
- Seek guidance / direction as necessary in the performance of duties
- Act as an ambassador for SON at all times

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- This position requires long durations of sitting
- Working knowledge of computers
- Able to stand and walk for long periods of time
- Bend and lift up to 20lbs
- Willing to learn other office equipment such as scanners and copiers
- Punctual, flexible and detail oriented
- Strong organizational and time management skills
- Strong knowledge of office procedures and practices

CORE COMPETENCIES

- Analytical and critical thinking
- Communication skills
- Continuous Learning
- Detail oriented
- Takes Initiative
- Networking & relationship building
- Organizational and environmental awareness
- Partnering
- Planning and organizing
- Service orientation

Please provide a cover letter outlining why you are interested in working in this program and any relevant experience or knowledge you have that would make you an ideal candidate. If you do not have direct experience or knowledge, please include why you are interested/passionate or driven to work in the environment field. You will have an opportunity to discuss this in more detail and in-person if you are chosen for an interview. We thank you for your application, however, only qualified applicants will be contacted for an interview.

Saugeen Ojibway Nation Band members and persons of Indigenous heritage are encouraged to apply. Cover letter and resume may be emailed to humanresources@saugeenojibwaynation.ca with the job title and your name in the subject line: Community Outreach - APPLICANT NAME