



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

<b>Job Title:</b>	Comprehensive Community Planning (CCP) Coordinator
<b>Supervisor:</b>	Executive Director
<b>Status:</b>	Full time (37.5 hrs/week)
<b>Employment Term:</b>	April 1, 2022 – March 31, 2023 (Possibility of extension)
<b>Wage/Salary:</b>	To Be Determined
<b>Deadline:</b>	<b>May 31, 2022 at 4:30PM AST</b>

The Comprehensive Community Planning (CCP) project is an initiative to develop a CCP for Membertou. The plan will include community research, community engagement, surveying community members, and other areas of planning. The CCP will guide band initiatives to achieve a positive and sustainable future for Membertou.

Community members will have direct input into the CCP. The CCP Coordinator will begin by conducting research, creating a planning team, and community survey. They then will be responsible for facilitating community engagement sessions to explain the project, answer questions, gather guidance, input, community feedback, and bring the information back to the planning team through various communication methods (i.e. Social media, mail, video, zoom, phone, etc.). They will also work closely with band administration and department heads of Membertou.

### Qualifications:

- Grade 12 or equivalent
- Ability to work individually and as a team
- Friendly, personable, and professional with a passion for the community
- Knowledge of the Membertou community history and issues
- Good relationship with elders, youth, and community members
- Good relationship with leadership and band administration
- Ability to be assigned tasks and work independently to complete tasks
- Proficient in Microsoft Office suite
- Ability to take minutes or detailed notes
- Ability to conduct research or gather information in various forms (surveys, interviews, internet, focus meetings, community meetings, and workshops)
- Ability to write reports and other documents
- Ability to speak, read, and/or write in Mi'kmaq would be an asset
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission

Please send **Resume and Cover Letter** to:

Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Maillard Street  
Membertou, NS B1S-2P5

Or via email: [jobs@membertou.ca](mailto:jobs@membertou.ca)

*Thank you for applying, however, only those selected for an interview will be contacted.*