

Social Development Project Manager

Summary: The Mi'gmaq and Wolastoqiyik wish to move forward with the development of an Indigenous Social Delivery Program for their communities based on their inherent right to self-govern.

Over the next 15 months, to support the development of an Indigenous Social Delivery Program, the Mi'gmaq and Wolastoqiyik will be undertaking research, policy development, engagement with leadership and communities, and capacity development to support the Mi'gmaq and Wolastoqiyik Social Development Administrators.

The Internal Income Assistance Working Group is currently seeking to contract a **Full-Time Project Manager**, to carry out the following:

Duties:

- Develop and implement the project work plan;
- Develop a Social Research Plan;
- Identify and oversee the development of an Income Assistance Software Data Base;
- Engage with First Nation Social Development administrators on a monthly basis, to obtain their guidance and input on income assistance issues and policy development;
- Provide updates and reports to First Nations leadership on the status of the project;
- Engage with government officials;
- Manage and provide daily direction to the Social Researcher;
- Prepare draft reports on research findings for review.
- Research and analyze income assistance programs from across Canada.
- Travel to all fifteen First Nation communities in New Brunswick.

Qualifications:

- Completion of a post-secondary degree in social sciences or relevant work experience in a related field;
- At least five years of experience working with First Nations communities.
- Strong organization and interpersonal skills with attention to detail.
- Ability to prioritize, coordinate and multi-task and demonstrate initiative.
- Strong familiarity with Mi'gmaq and/or Wolastoqiyik history, culture, language, traditions and Mi'kmaq / First Nation community issues and perspectives.
- Strong research skills.
- Knowledge of Microsoft Office Suite programs.
- Background in budget management including analyzing and synthesizing financial information.
- Strong communication and presentation skills.
- Valid driver's license and access to a vehicle.

Term: The selected candidate will ideally start immediately for a term contract of 15 months.

Salary: Commensurate with experience.

While we encourage all qualified persons to apply; qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Deadline for application is Friday, September 14, 2018 at 5 pm AST

Please forward resume, cover letter and two reference to Jennifer Coleman at jennifer@migmawel.org.

Only short-listed candidates will be contacted.