

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



The Big River First Nation is searching for a Community Navigator to join our team.

Big River First Nation is seeking an enthusiastic individual who will be responsible for overseeing the development of Big River First Nation. The Community Navigator will work with consultants and professionals to undertake projects identified by the Big River First Nations Community Plan or other projects as identified from time to time. The Community Navigator will also assemble, or assist in assembling, reports of feedback and information that is collected through the engagement processes for use in project development and design. Throughout their term of employment, the Community Navigator will become familiar with the Community's needs, threats, and aspirations in order to enhance community development project designs.

Apply by: May 13, 2022

Reports to: CEO

Duties and Responsibilities:

- Provide advice on procedures and requirements for government approval of development proposals
- Plan development projects
- Develop policies
- Deliver presentations at conferences & workshops.
- Prepare reports, research papers, educational texts or articles
- Design, conduct and analyze quantitative and qualitative research projects
- Knowledge of federal, provincial, and other public and private funding agencies
- Prepare funding applications
- Develop marketing strategies
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Demonstrated ability in public relations and interpersonal skills
- Excellent problem solving
- Self-directed and strong organizational skills
- Excellent oral and written communication skills
- Ability to speak and understand the Cree language is considered an asset.

Qualifications:

- Excellent interpersonal communication skills and ability to work as a team player to effectively interact with other departments and staff, elected officials, members, service providers and local government agencies and officials.
- Ability to use Microsoft Word and Excel.
- Ability to conduct research.
- Exceptional organization and time-management skills and ability to prioritize multiple tasks.
- Highly motivated and ability to work in demanding and fast paced work environment.
- Must have a Valid Class 5 Drivers License
- Must successfully complete Criminal Records Check with Vulnerable Sector Search as well as comply with an annual Oath of Confidentiality Agreement.

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- Fit for Duty Policy in effect.

Interested applicants can apply by submitting a resume with references to hr@brfn.ca by Fax attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700. **This position will close on May 13, 2022. Only those selected for an interview will be contacted.**

For more information, Please Contact.

Allison Lachance

Human Resources Manager

Phone: 306-724-4700 ext. 226

Email: hr@brfn.ca