



is accepting applications for the full time, **6 Month Contract** Position of  
**Comprehensive Community Plan Coordinator (CCP Coordinator)**  
Closing Date: January 20, 2022 at 12:00 p.m.

#### **Job Summary:**

To assist in the development of a Comprehensive Community Plan (CCP) for the Nation.

To articulate the collective vision, values, needs and aspirations of MCFN members over a 20-year plus horizon. By developing an overarching plan to guide MCFN Chief and Council, staff, stakeholders and the broader community in achieving and making progress on areas including health, education, culture, housing, infrastructure, economic development, governance and more.

MCFN has retained a consultant, (Urban Systems Limited) who is experienced in completing CCP's for First Nations. The CCP Coordinator will work with, and support the consultant in completing various project tasks, and be a liaison between the consultant, MCFN leadership, staff and members.

#### **Education and Experience**

- High school Diploma

#### **Knowledge**

- Strong understanding of the community, its context and needs.
- Excellent interpersonal communication skills and ability to work as a team player effectively interact with other departments and staff, elected officials, members, service providers and local government agencies and officials.
- Access to computer and email.
- Ability to use Microsoft Word.
- Strong oral and written communication skills.
- Confident public speaking skills and ability to engage a variety of different audiences.

#### **Skills/Abilities**

- Superior verbal and written communication skills and the ability to relate to varied audiences
- High level of initiative, professionalism and judgment in order to prioritize tasks, workload and projects
- Ability to take direction and strictly follow MCFN communications and confidentiality policies
- Ability to produce quality content under short time frames and/or stressful situations
- Ability to work independently and as part of a team.
- Excellent interpersonal and organizational skills
- Possess a detailed knowledge of the media and how it operates, and which types of media is used for different purposes
- Ability to skillfully develop content for a variety of media including web, print, and social media.

#### **Assets**

- Drivers License and access to a vehicle
- Social Media proficiency (e.g. Facebook, Instagram).
- Ability to use Microsoft Word, PowerPoint and Excel.
- Experience in community planning and community engagement

#### **Other Requirements**

- Must have a Safe Food Handlers Certificate

**Salary Range:** \$16.899-23.49/hour

Please submit your cover letter, resume, educational qualifications and three (3) references (preferably work related)

To:

The Mississaugas of the Credit First Nation

**Attention: Personnel Committee**

2789 Mississauga Road

Hagersville, ON

N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Admin Building or by email at [Stephanie.laforme@mncfn.ca](mailto:Stephanie.laforme@mncfn.ca)

**Miigwech to all who apply, only those candidates selected for an interview will be contacted.**