

Union of Nova Scotia Mi'kmaq

Capacity Development

Job Description

Position:	Governance Coordinator
Supervisor:	Governance Manager
Location:	Membertou Office
Employment Term:	Full-time, one-year term position

UNSM First Nation Member Communities: Membertou, Eskasoni, Potlotek, Wagmatcook, and We'koqma'q

Based on the individual and collective needs of member First Nations, the UNSM Capacity Development department supports member communities to strengthen their governance and program capacity by facilitating knowledge transfer through capacity building training, workshops, and other tools; and by providing advisory support to build community capacity as requested.

Scope of Position:

The Governance team supports UNSM member communities to strengthen governance capacity functions within the ten core functions of governance. Reporting to the Governance Manager, the Governance Coordinator will be responsible for the overall coordination of governance activities including the coordination of community engagement sessions, committee meetings, and gatherings. The Governance Coordinator will have strong organizational skills, communication skills, and will be detail oriented.

Key Responsibilities

- Support the coordination and facilitation of strategic planning sessions, committee meetings, and other engagements as required.
- Review and analyze existing Comprehensive Community Plans (CCPs) to identify gaps, strengths, and opportunities for alignment.
- Assist in the development and refinement of governance frameworks, policies, and strategic initiatives that reflect community values and priorities.
- Support the drafting and refinement of governance-related plans ensuring community input and alignment with long-term goals.
- Support the development of practical toolkits, templates, and reference guides to support community governance, HR practices, and program delivery.

- Coordinate and support the delivery of training sessions for management at the community-level.
- Collect and analyze feedback from engagements, training sessions, and community engagements to inform future planning.
- Support the evaluation of governance initiatives and strategic planning processes to measure impact and identify areas for improvement.
- Maintain accurate records of meetings, decisions, and action items to ensure transparency and accountability.
- Prepare reports and presentations for internal and external stakeholders summarizing progress, outcomes, and recommendations.
- When required, participate in activities such as training, conferences, and meetings.

Please note that the duties outlined in this job posting are not exhaustive and other duties may be required.

Qualifications

- Post-secondary education in a relevant field or equivalent work experience.
- Strong understanding of Indigenous governance structures, community and strategic planning processes, and cultural protocols.
- Ability to coordinate meetings, workshops, and training sessions with diverse stakeholders.
- Strong facilitation, communication, and interpersonal skills to build relationships with stakeholders including staff, member communities, and external partners.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), iOS hardware and software, and Google software.
- Proficient in office equipment such as printers, photocopier, fax, binding machine, etc.
- Experience working with First Nations, both regional and/or community level is preferred.
- Ability to understand, speak, and translate the Mi'kmaw language is an asset.
- Access to a reliable vehicle and ability to travel within Nova Scotia.
- Valid driver's license required.

Apply: <https://unsm.bamboohr.com/careers/72>