



## COMMUNITY ENGAGEMENT & PARTNERSHIP COORDINATOR

**Contract Position – Edmonton Alberta**

**Closing date: July 3, 2026**

**Native Counselling Services of Alberta's mission is to promote the resilience of the indigenous individual and family, through programs and services that are grounded in reclaiming our interconnectedness, reconciliation of relationships and self-determination.**

The Community Engagement and Partnership Coordinator will identify activities and how these may relate to the vision-goals identified in the Edmonton Indigenous community. Native Counselling Services of Alberta is looking for coordinator who will build on partnership strengths, abilities and interests to develop and implement plans to support the Indigenous community in Edmonton. The individual should be outgoing, enjoy meeting people and promote the aims and objectives of the role of community engagement and partnership worker. To start this is a six month contract position.

Specific responsibilities will include the following:

- To work cooperatively with Native Counselling Services of Alberta staff and community agencies to ensure awareness of resources accessible to the Indigenous community.
- Maintain and coordinate regular Indigenous community meetings.
- Work in partnership with the City of Edmonton to ensure awareness of issues and solutions for the Indigenous community.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Excellent time management, ability to prioritize work, should be self motivated and able to take initiatives to ensure safety of all.
- Must be dependable, dress appropriately for the position.
- Strong interpersonal relations, conflict management, leadership and time management skills.
- In-depth understanding and working experience using Microsoft Office, including Word, Excel, PowerPoint, outlook and smart phone technology.
- Ability to work as a team with excellent written and verbal communication skills. Must maintain confidentiality, maintain professional boundaries, and open to learning.
- Strong interpersonal relations, conflict resolution, leadership and time management skills.
- Up to date criminal record check, child intervention check and driver's abstract.
- Must have a reliable vehicle with the required liability insurance (two million) to use your vehicle for part of your work.

Salary - \$51,000.00 annual

**Please forward your resume and cover letter to:**

Marg Milicevic, Manager, Human Resource

Email: [careers@ncsa.ca](mailto:careers@ncsa.ca)

Thank you for your interest in joining the NCSA team. Only candidates selected for an interview will be contacted. are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the hiring process, please contact our Human Resource team.