



EMPLOYMENT OPPORTUNITY

Community Liaison

\$25.95/hr @ 37.5 hrs per week

Commencing April 5, 2021 – December 31, 2021

The “Eshkiniigjik Naandwechigegamig - A Place for Healing Our Youth” – “Aabiish Gaa Binjibaaying – Where Did We Come From?” – ENAGB is an Indigenous Youth Agency that provides programming and services to support our youth in North America to become responsible, participating citizens while leading our Indigenous community.

Under the direct supervision of the ENAGB Executive Director the Community Liaison will be responsible for implementing the following.

- Assist with community outreach and capacity building.
- Promotion of ENAGB, its programming and services via social media, brochures, and other ways of communication.
- Attending meetings that are youth focused.
- Attend events that will promote our vision.
- Promotion and monitoring of fundraising events ENAGB hosts.
- Create a 3 – 5-year strategic planning in consultation with youth that will give us a clear direction of where the youth would like to see their agency within those years.
- Support ENAGB's administration when required.
- Supports in areas of programming, setting up, notes, proposal writing.
- Work with team to form a positive, supportive team atmosphere.
- Ensure confidentiality of privileged information.
- Ensuring a team approach.
- Adhere to the policies and procedures of the ENAGB Youth Program.
- Other related duties as it relates to this position.

QUALIFICATIONS

To ensure the successful delivery of the program, we require the following qualifications.

- Minimum of two years' experience conducting community outreach and coordination.
- Community relation management – knowledge of a community needs and the ability to interview others to get needed information are essential qualities.
- Strong public speaking skills to present at public and private meetings.
- Marketing – promotional skills to effectively communicate ENAGB's messages with community.
- Interpersonal skills – building trusting and effective partnerships to facilitate engagement and outreach.
- Administrative skills – to perform general administrative duties as assigned.
- Writing skills – creating documentation, written reports, and proposals.
- Must self-identify as Indigenous (Inuit, Metis or First Nation)
- Fluent in an indigenous language and knowledge of Indigenous cultures is an asset.
- Able to work evenings and weekends.
- Adequate energy and ability to meet the physical demands of the job.
- A valid Standard First Aid and CPR.
- A cleared Criminal Reference check with Vulnerable Sector Screening.
- A positive, fun-loving attitude.
- The ability to work as a team and self-motivated.

Please submit your cover letter and resume via email to.

Cynthia Bell-Clayton

Executive Director

Title: Community Liaison

DEADLINE DATE: March 19 @ 12 p.m.

Interviews will be held the week of March 22, 2021 only those successful for an interview will be contacted.