

NATIVE COUNSELLING SERVICES OF ALBERTA



CALGARY COMMUNITY ENGAGEMENT PARTNERSHIP COORDINATOR (Full time position) Calgary, Alberta

Competition No. 1774

Closing Date: November 27th.2018

Native Counselling Services of Alberta (NCSA) is a diverse, dynamic, non-government organization that is committed to the holistic wellness and equitable treatment of Alberta's Indigenous individuals, families and communities since 1970. NCSA is currently seeking an individual for the position in Calgary as the Engagement and Partnership Coordinator. Under the direction NCSA Calgary Regional Manager, the individual should have a strong work ethic, with the ability to maintain confidentiality, promote and work with Indigenous organizations within the area and will be required to work flexible hours based on community needs. Additional training will be provided.

Skills and Qualifications:

- Minimum of grade 12 or equivalent combination of education and work experience.
- Ability to work flexible hours (including weekends) with minimum supervision.
- Ability to develop and maintain relationships and work within the community with various organizations and agencies.
- Strong interpersonal relations, verbal and written communication skills, time management and organizational skills.
- Must be highly proficient in Microsoft Office (Excel, Word, Outlook).
- Experience in public speaking and ability to perform multiple tasks with ease
- Extensive experience working with and understanding of Indigenous people of Alberta, experience working with Elders in a culturally appropriate manner.is required.
- Knowledge of a Indigenous traditions with the ability to speak an Indigenous language a definite asset.
- Knowledge of Truth and Reconciliation and the 94 Calls to Action.
- Must have reliable vehicle, valid driver's license, with required insurance for the position.
- Must provide up to date criminal record check, child intervention check, driver's abstract.

Please forward resume to

Manager Human Resources
Native Counselling Services of Alberta
14904 – 121 A Avenue
Edmonton, Alberta T5V 1A3
Phone:780-451-4002 Fax: 780-428-0187
Email: marg-milicevic@ncsa.ca

We thank all applicants in advance. However, only those selected for an interview will be contacted.

