

# NATIVE COUNSELLING SERVICES OF ALBERTA



## COMMUNITY ENGAGEMENT PARTNERSHIP COORDINATOR (Full time position) Edmonton, Alberta

**Competition No. 1823**

**Closing Date: Sept. 24. 2019**

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 as the Engagement and Partnership Coordinator under the direction of the Director of Operations. This 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. This is an exciting, challenging position where you can make a difference in the community.

### **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; working with Elders in a culturally appropriate manner and demonstrated experience working with Indigenous organizations.
- Knowledge of various 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, drivers abstract prior to hire.

**Please forward resume  
and covering letter**

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

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