



**COMMUNITY ENGAGEMENT COORDINATOR'**  
**BEARPAW MEDIA AND EDUCATION**  
**PART-TIME (3 Days a week – 6 MONTH CONTRACT)**  
Closing date: May 7<sup>th</sup> 2021

**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.**

BearPaw Media and Education (BearPaw) produces and distributes culturally relevant, public legal education and information (PLE) publications, videos and webinars created by Indigenous people, for Indigenous people in Alberta. Our goal is to increase individual legal literacy and build individual capacity through multi-media resources that encourage Indigenous people to self-determine as they navigate through legal systems. For more information, go to [BearPawLegalResources.ca](http://BearPawLegalResources.ca).

Currently, BearPaw is looking for the right candidate to fill a part-time, 6-month contract position as our Community Engagement Coordinator, 3 days a week.

The Community Engagement Coordinator coordinates and executes BearPaw Community engagement (promotion and distribution) plan. They also promote Native Counselling Services of Alberta's mission statement, resiliency model and code of ethics and work within the Administrative Guidelines in accordance with Alberta's Labour Standards.

Specific responsibilities of the position include:

**BearPaw Resources Distribution:**

- Responsible for distribution of resources and promotional materials created by the BearPaw Legal Education and Media to Indigenous individuals, organizations, service providers and justice, education, health agencies across Alberta.
- Order and maintain resource inventory fulfill resource requests. Track requests and ensure sales distribution is complete.
- Maintain supplies and ensure shipping payment.
- Make resource recommendations based on customer needs.
- Plan and coordinate mail out resource campaign annually.
- Coordinate and source printing and promotional materials.

**Community Engagement:**

- Locate, attend and present at conferences and community events on behalf of BearPaw Legal Education and Media.
- Develop partnerships with government, education and community agencies.
- Develop media packages for conferences, community events and NCSA staff.



**General and Administrative Responsibilities:**

- Complete monthly statistics and program budget reports for Director and/or Chief Executive Officer.
- Monitor and ensure assigned budget lines are accurate and up to date.
- Work with management to identify and engage in ongoing professional development.
- Maintaining effective communication with staff, clients and other agencies.

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.
- Understanding of the operation of child and family services, justice and court systems, corrections, housing and income support is an asset.
- Communications or Community Engagement Degree or Diploma preferred, or comparable education/ work experience.
- Excellent oral and written communication skills. Microsoft skills and database knowledge are essential.
- Ability to identify and develop community resources and partnerships.
- Must be able to work independently and with a team.
- Valid driver's license.
- Must provide a completed criminal record check, child intervention check and may be required to pass a provincial or federal government security clearance.

Starting salary: Competitive depending on experience.

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

Marg Milicevic, Manager, Human Resources

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.

We 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.