

Community Engagement Coordinator

Duration:

Indeterminate, Full-Time - Six (6) Month Probation Period

Division:

Kanien'kehá:ka Rights and Research Office (KRR)

Salary:

\$51,831.00 - \$69,985.50 Per Year (37.5 hours per week - 8:30am-4pm)

Deadline To Apply:



Details

Purpose:

Is responsible for the development and implementation of Kanien'kehá:ka Rights and Research (KRR) community engagement strategies and systems to share and engage with the community on KRR's operations and activities.

Roles & Responsibilities:

To develop community engagement strategies for KRR.

- Research existing community engagement strategies within MCK and other communities.

- Develop guiding principles for KRR's community engagement work that are aligned with the MCK Community Engagement Policy.
- Coordinate KRR's communication strategy development for how to engage and share information with the community on KRR's activities, including when and how communication occurs.
- Develop and create communication systems for community engagement based on the guiding principles and communication strategies.
- Coordinate with the rest of KRR to finalize the community engagement strategies and systems and to receive the necessary approvals from the KRR portfolio and KRR management.

To coordinate and manage engagement initiatives and activities for KRR.

- Communicate with the community in accordance with the Kahnawà:ke's Community Decision Making and Review Process as well as all other relevant policies, protocols, and procedures.
- Act as a primary point of contact for the KRR.
- Carry out community engagement sessions with various groups, organizations, and the community at large related to KRR activities.
- Create communication materials to inform the community about KRR initiatives and to encourage community engagement in KRR's initiatives and projects.
- Work with community groups, organizations, and the community at large to receive feedback on KRR priorities.

To analyze and report on engagement strategies and activities for KRR.

- Ensure that all appropriate parties (stakeholders) are informed of relevant information gathered from engagement activities.
- Act as the KRR liaison for engagement activities with all stakeholders.
- Work with the PRU Public Relations Specialist, Community Engagement, to act as the spokesperson for engagement activities for publications and tools (i.e., reports, press releases, media interviews, etc.).
- Maintain an organized data management resource for all feedback from engagement activities.
- Measure and evaluate the effectiveness of engagement tools and provide recommendations to enhance the efficacy of the Unit.
- Advise the KRR on how the guidance received from community consultation can be integrated into KRR operational activities and strategies.
- Advocate in various forums for stronger, culturally grounded rights protection strategies.

Education & Experience:

- Bachelor's Degree in Communications, Political Science, or a related field, plus one (1) year of relevant experience OR
- DEC in Political Science, Communication or a related field, plus three (3) years of relevant experience OR
- High School Diploma plus five (5) years of relevant experience.

Knowledge, Skills, & Abilities:

- Knowledge of other community programs and services and how they function and interact with one another.
- Excellent communications skills, both oral and written.
- Strong knowledge of the dynamics of the community of Kahnawà:ke.
- Strong knowledge and/or experience in strategic planning exercises and communications planning.
- Strong organizational skills, creativity, and computer skills (MS Office; graphic design programs).

- Demonstrated interest in public relations and community engagement.
- Strong public speaking skills.
- Ability to work independently.
- Strong attention to detail.
- Analytical skills.
- Interest in the environment and traditional knowledge.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day work week (8:30 a.m. to 4 p.m.) in an office environment.
- Occasional travel and overtime may be required.
- Moderate productivity pressure.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to **applications@mck.ca**