



Sioux Valley Dakota Nation
Employment Opportunity
Community Coordinator

Self Government
Part-Time, Term

POSITION SUMMARY: Sioux Valley Dakota Nation (SVDN) is seeking to create a Community Development Plan. To support this project, SVDN is seeking the services of a Community Coordinator to assist with planning and facilitating engagement with the community. The Community Coordinator will work as independent contractor in a position overseen by Narratives Inc., a group that is supporting the Nation on its Community Development Plan

DUTIES INCLUDE:

- Organizing community meetings, interviews, ceremonies, and other events
- Arranging catering and booking venues
- Advising on appropriate ceremonial protocols
- Distribute notices for engagement sessions and other events in-person / door-to-door, on community bulletin boards, and on social media
- Answering and directing questions to the Project Team
- Providing assistance where needed during community events
- Performing other relevant duties when needed

QUALIFICATIONS:

- Ability to communicate effectively over the phone, email, and in-person
- Ability to prioritize responsibilities to meet tight deadlines
- Experience with coordinating and scheduling
- Member of Sioux Valley Dakota Nation
- Ability to coordinate and delegate tasks
- Strong leadership, organizational and administrative skills
- Valid Manitoba Class 5 Driver's License and access to a vehicle

Competition Number: 2022134

APPLICATION DEADLINE: December 2, 2022 4:00 pm

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2760 Fax: 204-855-2131 E-mail: hrapplcations@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.