



# MARTEN FALLS FIRST NATION ALL SEASON COMMUNITY ACCESS ROAD COMMUNITY COORDINATOR PROGRAM

We are excited to announce that we are providing funding for Community Coordinators to assist Indigenous communities with participation in the Community Access Road Project. The purpose of the Community Coordinator role is to enable consistent engagement and consultation with Indigenous communities in a way that works best for the participating community.

We believe the hiring of Community Coordinators will strengthen our collective efforts on the environmental assessment process and allow for more open and responsive consultation and engagement between Indigenous communities and the MFFN Community Access Road Project Team.

We will seek recommendations from participating Chief and Council members on applicants they feel would be best suited for the Community Coordinator position.

## Community Coordinator Role and Responsibilities

The Community Coordinator will be a primary point of contact between a community and the MFFN Community Access Road Project Team. Their responsibilities will include:

- Coordinating between the MFFN Community Access Road Project Team and community members living in / outside of a community as per local practices / protocols and in collaboration with Chief and Council;
- Providing advice and guidance on appropriate ways to engage the community they serve;
- Keeping informed on Community Access Road Project activities and communicate relevant Project information to community members;
- Assisting in collecting data / information in the community (e.g., Indigenous Knowledge, community and socio-economic information); and
- Assisting in reviewing draft documents, questionnaires or Project updates / information sheets.

It is important to note that the identification of a Community Coordinator is not an indication that the community supports the MFFN Community Access Road Project.

## Payment, Timesheets and Reporting

Are you interested in participating in the program? Contact us:

- Community Coordinators paid **Bi-Weekly**
- **Rotation:** 16 hours per week
- **Wage:** \$25.00 per hour
- **Position Duration:** Expected Spring / Summer 2022 - June 2025 (up to three years)
- Timesheets will document hours and be submitted bi-weekly in alignment with the pay schedule.
- Reporting will be conducted bi-weekly and will include daily activities and Project milestones.

## How to Get Involved

Are you interested in participating in the program? Contact us:

- Tel: 1-800-764-9114
- Email: [info@martenfallsaccessroad.ca](mailto:info@martenfallsaccessroad.ca)
- Web: [www.martenfallsaccessroad.ca](http://www.martenfallsaccessroad.ca)
- Facebook: [www.facebook.com/MFFNCommunityAccessRoadProject/](https://www.facebook.com/MFFNCommunityAccessRoadProject/)



## MARTEN FALLS FIRST NATION ALL SEASON COMMUNITY ACCESS ROAD

# WE'RE HIRING!

Marten Falls First Nation (MFFN) is undertaking a federal Impact Assessment (IA) and provincial environmental assessment (EA) for an all-season access road to our community. To support these studies, we are looking to hire **Community Coordinators**.

**Are you a highly motivated person? Do you have strong organizational and relationship building skills? Would you like to work with a great project team and build experience in environmental management?**

### If so, this could be the role for you!

The Community Coordinator will be a primary point of contact between your community and the MFFN Project Team. We will work closely with you as you help to involve your community in the environmental assessment processes.

### Responsibilities

- Coordinate between the MFFN Project Team and community members living in / outside of your community as per your local practices and in collaboration with Chief and Council;
- Provide advice and guidance on appropriate ways to engage your community—in-person (when appropriate to do so), and virtually during COVID-19;
- Keep informed on Community Access Road Project activities (e.g., timelines, documents, events) and communicate relevant Project information to community members;
- Participate in meetings with the Project Team and other Community Coordinators;
- Provide support for community engagement activities related to the Project including:
  - Coordinate and organize logistics for meetings, workshops, events and / or school visits (e.g., book meeting spaces, order refreshments, help with truck / boat rentals and accommodations);
  - Help identify meeting participants and information providers (e.g., youth and / or elders);
  - Assist with meeting facilitation, note taking and meeting minute preparation, and coordinate translation services, if needed; and
  - Organize distributing Project advertisements and notices in your community; either online (e.g., Facebook or posting in community);
- Assist in collecting data / information in your community (e.g., Indigenous Knowledge, community information and socio-economic information);
- Assist in reviewing draft documents, questionnaires or Project updates / information sheets.

**This position will receive \$25 per hour and is expected to be approximately 16 hours per week for up to 3 years. If you would like to learn more, contact: Jennifer Bruin or James Meyer at [info@martenfallsaccessroad.ca](mailto:info@martenfallsaccessroad.ca) or 1-800-764-9114.**