

Job Description

Comprehensive Community Planner Assistant

Title Comprehensive Community Planner Assistant

Reports To

- Comprehensive Community Coordinator
- Chief Executive Officer – Hupacasath First Nation

Works In Collaboration with:

- Comprehensive Community Planning Committee

Summary

The Comprehensive Community Planner Assistant is responsible for providing continued development and implementation of the Hupacasath First Nation Comprehensive Community Plan by assisting in the culmination of information, data and responses to a variety of formats of information gathering processes. Working with elders, youth and membership you will ensure that information is collected and included in the plan as it is implemented.

Term; May 3, 2019 – September 30, 2019

Job Duties

- Assist in the continued development and implementation of a Comprehensive Community Plan for Hupacasath First Nation.
- Assist the coordinator in engaging members in a variety of manners and formats on health, social issues, culture, education, lands and resources, economic development, and Band governance or any other issues as brought forward
- Assist the coordinator to building off the existing Comprehensive Community Plan and incorporate new ideas and data.
- Assist the coordinator to work with community members, family, elders and community groups, to understand and enlist guidance from the

community and relay it to the coordinator, planning teams and committee to ensure the input is properly reflected in the plan

- Support engagement activities including but not limited to facilitating, planning, phoning community members, creating notices
- Assist the coordinator to work with Council members and Administrative staff to solicit input for the plan and implementation
- Work independently to complete tasks.
- Deliver detailed notes from meetings and interviews with community members.
- Summarize information from reports and other documents necessary to complete the plan.
- Assist the coordinator to arrange and organize events & meetings of various sizes and for different ages

Requirements

- Confident and reliant self-starter that can work in collaboration with others and independently
- Excellent communication skills
- Proficiency in Microsoft suite of programs including word, excel, PowerPoint and the willingness to learn.
- Strong interest in Public Relations or Communications, or equivalent and willingness to learn
- Minimum of five years of communications experience or an equivalent combination of education, training and experience
- Strong verbal and written language and communications skills
- Computer skills, including desktop publishing and social media
- Skilled at writing, proofreading and editing skills
- Demonstrated ability in building effective relationships with stakeholder groups

Working Conditions

- Approximately 15 – 20 hours per week
- Some travel required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Salary to commensurate with skills and proficiencies

Job Posting Closes May 3, 2019

Please submit your resume and cover letter explaining your areas of proficiency in relation to the duties and requirements listed above. Preference May Be given to candidates who attend **Art of Hosting MEANINGFUL COMMUNITY**

Use the spaces provided to write down the applicants' responses, as well as any additional notes you wish to make about their answers.

1. Why do you want this job?

2. What are your career goals? Where do you hope to be in five years?

3. What are the main factors that have driven your success?

4. Give me an example of a creative decision you've made that solved a customer service problem.

5. Tell me about a time when you worked with a group of people as a team to create an effective solution to a problem.

6. Tell me about your experiences dealing with irate clients, and how you handled it.

7. Tell me about a time when you felt that you delivered exceptional customer service.

8. How do you gain rapport with your clients? Give me an example of a time when you were able to build good rapport with a client.

9. Tell me about a time when you had to quickly analyze information, define the key points, and respond immediately or create a plan that produced positive results.

10. Tell me about a time when you won (or lost) an important contract.

11. Describe three or four major accomplishments from the last year.

12. How would you react if you ran into a client outside of the workplace?

13. What is the biggest career mistake you've made so far? If given the chance to do it again, would you do it differently, why, and how?

14. What sets (Company Name) apart from other companies?

15. What specific strengths do you bring to our organization?

16. What were the main challenges you faced in your previous position?

17. What do you think will be the main challenges you'll face at (Company Name)?

18. How well do you work under pressure? Provide an example.

19. What can you do for our company that no one else can?

20. What are your salary expectations?

21. What questions do you have for us?

22. What is your earliest date of availability?

