



Job Posting “Go the Extra Mile” Project Coordinator

OBJECTIVE: The Promotion of Indigenous Women and Girls to participate on Boards and Networking to Increase Economic Independence

This 24- month project will develop a practical, sustainable toolbox of culturally appropriate resources to bring awareness to Indigenous Women and Girls and highlight the importance of participation on Boards. In addition, it will engage key stakeholders to facilitate participation in such programs as the PEI Provincial Community Bursary and Engage PEI.

The project coordinator will work for the Mi'kmaq Confederacy of PEI. An Advisory Board with membership from the Confederacy, Lennox Island, Abegweit, the province of PEI, a Chamber of Commerce and Women's Network will be formed to provide guidance advice on the project.

The Coordinator will identify, create relationships and help establish Working Partnerships

- Identify key community partners for example local Boards, such as Co-op's, private sector companies, financial institutions.
- Identify key federal and provincial partners.
- Identify key federal and provincial programs for example the Community Bursary Program and Engage PEI.
- Identify and create partnerships with other community- based organizations and economic development organizations to actively recruit Indigenous women and girls on their Boards and programs.
- Use this information to create a tool box using the projects developed expertise and insight to develop an effective and practical model that can be replicated across the Atlantic region to enhance greater career opportunities for Indigenous women.
- The coordinator will identify and create ways to partner with groups such as the PEI Business Women's Association, the University of Prince Edward Island to provide expertise and support in this project for Indigenous women and girls' participation in economic development through networking and participation on Boards.

The Coordinator will Conduct a Needs Assessment

- The coordinator will provide a literary review to develop an understanding of the issues, strengths, and opportunities affecting Indigenous women's and girls' economic security and prosperity through the lens of participation on Boards.
- The coordinator will develop a user-friendly template, host one-on-one interviews, small focus groups to hear individual, personal experience of their own economic security and prosperity.
- The coordinator will collect data and identify additional stakeholders working on Boards and program recruitment to help determine other opportunities to better support women seeking employment on Boards and programs.

Development and Implementation of a Strategic Plan

- The coordinator will keep records, data to create a baseline of the participation rates for Island Indigenous women and girls on Boards.
- The coordinator working with federal, provincial partners will identify appropriate targets that will lead to an increase in application rates to Boards and programs, by Indigenous women and girls, of approximately one to five percent, during the project's lifetime.

- The coordinator will use the results from the needs assessment to develop a tool box which will include codes of practice, guidelines, and protocols. The toolbox will engage end users as well as the broader population in PEI and develop clear targets, information, and an action map for PEI Indigenous women and girls to develop an individual or group plan on participation in all these areas.
- The coordinator will identify ways the tool box will enable PEI Indigenous women and girls to act to identify effective, community-specific mechanisms and solutions, such as how to set up a network.
- The coordinator will use the information in the needs assessment to create an implementation plan will be put forward with the support of the provincial government that will include opportunities for Indigenous women and girls as part of governments departments overall plan for economic prosperity.

Knowledge Sharing Strategy

- Identify key community partners for example local Boards, such as Co-op's, private sector companies, financial institutions.
- The coordinator will create a manual that will include all the information, contacts, to be shared with Lennox Island, the Confederacy and Abegweit on the results of the project.
- The coordinator will promote gender equality for Indigenous women and girls through leadership on Boards across the Province.
- Other Duties as required.

HOURS OF WORK

Hours of work will be in accordance with the standard hours of operation at the Mi'kmaq Confederacy of PEI: summer hours 8:00am-4:00pm; winter hours 8:30am-4:30pm. The position is full time, evenings and week-ends maybe required.

CLOSING DATE

Please email a cover letter along with a detailed resume outlining qualifications and related work experience. **Deadline to apply: September 14, 2018, by 3:00pm.** Only those chosen for an interview will be contacted.

If all qualifications are equal, preference will be given to qualified Indigenous women.

APPLY TO:

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