



JOB DESCRIPTION

TITLE:	MANAGEMENT ROLE:	STATUS:	WAGE BAND	RANGE
Sr. Community Planner – CCP Program Lead	Employee	Full Time	7	\$61,380 - \$77,696
REPORTS TO:	DEPARTMENT(s):	HOURS:	BENEFITS:	
Senior Project Manager	Nishnawbe Maajijikaywin	7 hours/day, 35 hours/week	Savings Benefits (Retirement) Group Insurance Program	

JOB DESCRIPTION SUMMARY:

The Sr. Community Planner - CCP Program Lead is responsible for coordinating the progress on comprehensive community planning (CCP) in the Nishnawbe Aski Development Fund ("NADF") service area through supporting community planning, overseeing planning processes in First Nations communities; coordinating training sessions, workshops, and other capacity- development initiatives; and maintaining relationships with funders and other stakeholders.

DUTIES AND RESPONSIBILITIES:

1. Coordinates NADF's CCP program through ensuring consistent Vision, Values, and quality of programming.

- a) Mentor NADF's Community Planner to ensure a consistent high quality of planning support for the First Nations communities engaged in comprehensive community planning.

2. Provide clear direction and vision to the CCP program through innovation and creative programming

- a) Coordinates the teaching of community planning concepts and processes to ensure the development and implementation of comprehensive community plans in First Nations communities through building planning, community engagement, and project management capacity at the community level.
- b) Guide the development of capacity development tools, resources, and initiatives that include best practices on comprehensive community planning, planning skills, and community development concepts, based on direct feedback from First Nations, and that respond to the context, needs and realities of community planning coordinators.
- c) Oversee the delivery of regional CCP workshops and training sessions to develop capacity and deeper understanding among First Nation leadership, staff, community members, and Tribal Councils on comprehensive community planning concepts and necessary skills to undertake the process.

3. Direct and guide NADF's support of CCP processes in First Nations communities.

- a) Work directly with First Nations and program staff to guide the support of CCP processes in the following ways:
 - i. Research past community processes and documents to educate community members and inform current processes.
 - ii. Attend meetings to explain the planning process and to assist in developing a customized community process.
 - iii. Support the community planning coordinators and advisory committees at the community level to develop a framework for the CCP process and provide guidance as the process develops.
 - iv. Support the facilitation of community engagement sessions and development of CCP tools as needed to produce a final document for implementation with measurable objectives and targeted results.
 - v. Oversee the analysis of data from community planning sessions that inform the final plan.
 - vi. Provide other facilitation, process design, and technical supports as necessary to support the development and implementation of strong, community- based plans.



JOB DESCRIPTION

4. Monitor, analyze, and review progress on:

- a) Community plans to highlight the successes and key findings of community- based processes within NADF's service area. Develop means of sharing these "good news" and "lessons learned" stories to other communities, project funders and other partners. Develop and maintain partnerships and relationships with funders, communities, and other stakeholders to ensure sustained support for CCP in northern Ontario.
- b) Advise government regarding the context, needs, and best practices for developing community plans in First Nations communities.
- c) Leverage relationships to advocate for funding for program support and delivery of CCP programming at NADF, and for process funding for First Nations communities.
- d) Work with funders and other project partners to ensure community- level support includes sustaining planning processes throughout phases of plan development, implementation, monitoring, and evaluation.

Additional:

- a) Develop and maintain relationships with funders, community organizations and other partners outside of NADF's service area, around First Nation's community planning, to gather best practices from other regions, develop peer networks, and ensure that efforts within our region are aligned with broader initiatives, developments, and progress on the national scale. Utilize these relationships to ensure that the interests of community planning within our region are being represented at these higher levels.
- b) Prepare activity reports to meet the requirements of the funding agreements and internal reporting requirements.
- c) Attends internal and external meetings as required.

QUALIFICATIONS REQUIRED:

Minimum required:	N/A
Required:	A post-secondary degree in Community Economic Development, Planning and/ or Business Administration.
Preferred:	A master's degree in Planning with proven community planning experience.
Years of Experience:	Three (3) to five (5) years of direct comprehensive community planning experience.
Designation:	A Registered Professional Planner (RPP) would be considered an asset.

SKILLS REQUIRED:

- a) Ability to maintain program delivery and oversee further development of NADF's community planning program.
- b) Strong communication skills, including the ability to clearly articulate complex planning information to a variety of internal and external stakeholders, and gear presentations to specific audiences.
- c) Proven First Nation community planning, facilitation, research, and analysis skills through involvement with comprehensive community planning.
- d) Proven interest and commitment to grassroots community development and social and economic justice.
- e) Strong problem identification and problem-solving skills.
- f) Organized and detailed oriented.
- g) Excellent knowledge and experience using Office 365 and related products Microsoft offers and the ability to learn a loans management software.
- h) Excellent customer relations, interpersonal and communication skills (written, verbal, and presentation) including demonstrated ability to write reports and proposals, and the ability to plan, organize and prioritize, delegate work effectively, strong negotiation skills and prioritize to meet deadlines.
- i) Ability to work independently and as part of team while consistently presenting a professional attitude and sound judgment.
- j) Ability to deal with sensitive issues with diplomacy and tact



JOB DESCRIPTION

- k) Shows good judgment about when to take the initiative and when to obtain direction from their immediate manager.
- l) Ability to manage multiple assignments and meet deadlines.

ORGANIZATIONAL RESPONSIBILITIES:

As a representative of NADF, the Employee is responsible for:

- a) Reflecting and interpreting NADF's Mission Statement, Vision, Values and Ethics.
- b) Is aware of and in support of NADF core values.
- c) Adhering in accordance with relevant legislation and Agency's policies and procedures.
- d) Maintaining the strictest of confidence to NADF clients, files, or other dealings, and with all personnel; both confidential internal records and proceedings.
- e) Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific, and measurable.
- f) Developing and maintaining respectful, cooperative, working relationships as a member of NADF's team and with partners, agencies and clients.
- g) Understanding his/her role and responsibilities, maintain a safe workplace and reducing workplace injuries.
- h) Willing to acquire new skills, knowledge and understands learning new skills is a development as part of the job.
- i) Knowledge of the people, culture, history of the communities NADF serve, in-depth knowledge of the economic climate and business development priorities of regional Aboriginal communities and members.
- j) Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
- k) Comprehensive understanding and/or contacts within economic sectors to have current knowledge of the challenges and opportunities facing entrepreneurs located within NADF's catchment area.
- l) An in-depth and practical understanding of the comprehensive community planning and First Nation's community planning context in Northern Ontario, including challenges and constraints.
- m) Experience working with First Nation's communities, organizations, and businesspeople.
- n) Participating constructively in the supervision process with the immediate Manager.

Conditions of Employment:

- a) Ability to work flexible hours and extensive travel as determined by the immediate Manager in relation to service requirements.
- b) Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.
- c) Must be willing and able to travel by air and road to remote and rural northern communities.

Note:

This position description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

By Signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

Employee's Name: (Print):

Employee's Signature:

Date:

Executive Director's Approval:

Date:

April 8, 2021