



NISHNAWBE ASKI DEVELOPMENT FUND

Job Description - Draft

Job Title:	Senior Community Planner	Program:	Community Futures Program/Fednor
Reports to:	Loans Manager	Effective Date:	September, 2014
Wage Band:	5	Revised Date:	October, 2014

JOB SUMMARY

The Senior Community Planner is responsible for progress on community strategic planning, in the Nishnawbe Aski Development Fund (NADF) service area, through teaching of community planning concepts and facilitation of local and regional planning processes.

ACCOUNTABILITY

The Senior Community Planner is supervised by the Loans Manager and accountable to the Executive Director.

DUTIES AND RESPONSIBILITIES

1. To build capacity within First Nation communities by teaching community planning concepts and processes to identify and/or overcome barriers to development and implementation of Community Strategic Plans.
 - a) Develop curriculum geared to First Nations and including best practices on accountability, leadership and governance structures.
 - b) Delivery of workshops to inform and educate First Nation leadership, staff and community members; tribal councils; entrepreneurs; or other interested groups and their partners.
 - i. Attendance at public meetings to explain the planning process, the programs, and to respond to enquiries regarding eligibility of projects, criteria for approval, and the submission process.
 - ii. Counselling clients on community planning, and responding promptly to requests for information.
 - c) Liaise with clients and other Aboriginal and business organizations to promote community planning and provide information on NADF services and programs.



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DUTIES AND RESPONSIBILITIES (Continued)

2. Facilitate and guide processes to develop formal community strategic plans; either comprehensive and/or for business and economic development specifically.
 - a) Research and collect past community strategic planning documents;
 - b) Analyze available information in order to educate the communities on areas for improvement and to determine any efforts and resources required for implementation.
 - c) Identify the First Nations who are ready and willing to proceed with community strategic planning.
 - i. Research past community processes and documents in order to educate community members and inform current processes.
 - ii. Attend public meetings to explain the planning process, to assist in developing a customized community process and to ensure realistic expectations for NADF involvement.
 - iii. Support local community members to develop a community planning work plan based on an “active” manual and facilitate community engagement sessions in order to produce a final document for implementation with measureable objectives and targeted results.
 - iv. Monitor, review progress on community plans to highlight the successes, key findings, make recommendations for improvement and assist in whatever way possible to progress community priorities as outlined in the plan.
 - v. Be cognizant of NADF target groups, youth and women, and bring to the Loans Managers’ attention any information that would assist in reaching out to and engaging these groups.
3. Enhance community partnerships to collaborate on regional event(s) and regional business and economic development opportunities.
4. Prepare activity reports to meet the requirements of the funding agreements and internal reporting requirements.
5. Lead or Participate in community economic development initiatives (i.e., Financial Literacy and social enterprise projects).
6. Development to managing personnel is possible with experience.
7. Other duties as assigned and requested.

STANDARDS OF PERFORMANCE

1. Works professionally as a member of the NADF team and maintains co-operative working relationships with all NADF staff, business partners, funders, agencies and clients.
2. Travel to remote northern and highway access communities for this position will be on a regular monthly basis to ensure deliverables are carried out.



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3. Maintains the strictest confidence regarding NADF business, personnel, and other internal records and proceedings.
4. Maintains regular contact with clients to monitor progress in an accurate and timely manner.
5. Develops and implements a detailed work plan.
6. Willingness to acquire new skills and knowledge required to fulfill the position's roles and responsibilities and sees learning and development as part of his/her job.
7. Able to adapt effectively to changes in workload, or work environment.
8. Completes all reports and submissions on time and in a professional manner.
9. Works effectively with minimum supervision.
10. Knowledge of and commitment to the services provided by NADF.
11. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
12. Ability to speak Cree, Oji-Cree or Ojibway would be considered an asset.
13. Has in-depth knowledge of the economic climate and business development priorities of the First Nations in Nishnawbe Aski Nation.

QUALIFICATIONS

1. A post-secondary degree in Business or Accounting, or designation plus 5 years or more of senior business experience of teaching and facilitation experience with a preferred designation.
2. Strong written and verbal communication skills including demonstrated ability to write reports and proposals.
3. Strong financial analysis and business assessment skills.
4. Strong public relations skills.
5. Strong influencing skills with the ability to develop and motivate team members and negotiate with representatives from other areas within the organization.
6. Excellent planning and organization skills with the ability to work independently and prioritize to meet deadlines.
7. Strong problem identification and problem solving skills.
8. Comprehensive understanding and/or contacts within economic sectors so as to have current knowledge of the challenges and opportunities facing entrepreneurs.
9. In-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
10. Experience working within Aboriginal communities or with Aboriginal clients.
11. Computer literacy including e-mail, word-processing, accounting and spreadsheet software.
12. Experience in on-site training would be considered as an asset.