



EMPLOYMENT OPPORTUNITY

COMMUNITY ENGAGEMENT LIAISON

Under the direction and supervision of the Executive Director, the **Community Engagement Liaison** is responsible for the development and implementation of Oteenow internal and external community engagement strategies. The Community Engagement Liaison is responsible for promoting the organization by developing and executing professional relations and professional public relations strategies and plans to promote and endorse OETS, external Community Relations.

Duties:

- ✓ Assist in developing, implementing and measuring external and internal community engagement plans.
- ✓ Manage day-to-day Community Relations and any new Relations with OETS.
- ✓ Collaborate with service providers in a timely manner to determine appropriate relationships.
- ✓ Build relationships with key contacts and identify opportunities to proactively pitch and corporate Community Relations.
- ✓ Assist in the development and implementation of community engagement plans for long-term and new Community Relations.
- ✓ Help oversee program execution from kick off through completion.
- ✓ Provide guidance and direction to Executive Director with new and existing relations and to review all materials to ensure communication is accurate, relevant and consistent with Oteenow plans.
- ✓ Evaluate the effectiveness of Community Relations and communicate results back to OETS.
- ✓ Lead responsibility for all Community Relation Initiatives.
- ✓ Develop and implement Community Relations communications strategy ensuring alignment with OETS strategy which includes day-to-day content development strategy.
- ✓ Liaison and collaborate with all community service providers.
- ✓ Lead Community Relations liaison for OETS.
- ✓ Other duties as requested by OETS Executive Director

Environmental Conditions:

Oteenow Employment & Training Society is a fast paced office; the incumbent may find the environment to be busy, noisy, and will need excellent organizational skills, stress/time management skills to complete the required tasks, must be able to work under pressure and meet deadlines.

The Successful Candidate must have:

Education/Experience: Bachelor's degree in Business, Public Relations or related field. Minimum of 5 years or more experience in related field and/or community engagement/project management. Management experience preferred.

Knowledge and Skills: Must have knowledge of Aboriginal Skills Employment & Training Strategy (ASETS), extensive knowledge of local resources and agencies; must have the ability to motivate and inspire; effective communication skills, excellent organizational skills, stress management skills, time management skills, attention to detail and high level of accuracy and proficient in computer skills. Must maintain confidentiality, standards of conduct and demonstrate sound work ethics.

Interested?

Interested candidates must submit a **cover letter, resume, and three (3) work related references** and provide a **criminal record check** by **4:30pm, September 15, 2017** via email at hrrsupervisor@oteenow.com. No calls please. Only those resumes with all required documents will be looked at and considered.

Note: OETS cannot confirm the receipt of individual applications; OETS thanks all applicants for their interest; however only those applicants selected for an interview will be contacted.