



PROJECT COORDINATOR – DEVELOPING AN FASD PREVENTION STRATEGY

Part-time, Contract or Term Position (1-year term with possibility of extension)

As part of a recently funded project to develop an Innu-led and comprehensive fetal alcohol spectrum disorder (FASD) prevention strategy, we are looking to hire a Project Coordinator from Sheshatshiu or Natuashish. The overall aim of this project is to 1) understand what kinds of FASD prevention is already happening in SIFN and MIFN, 2) learn what is working well and what is not, 3) identify where collaboration across organizations can best support each other, and 4) develop an Innu-led strategy to best support healthy pregnancies, prevent FASD, and continue build a healthier nation. The Project Coordinator will be working under the supervision and guidance of a Project Steering Committee coordinated by the IRT Secretariat.

Strong preference will be given to members of Sheshatshiu or Mushuau Innu First Nations.

KEY FUNCTIONS

- Working closely with FASD Liaisons in SIFN and MIFN
- Conduct interviews and focus groups with program and service providers in SIFN, MIFN, and Labrador-Grenfell Health.
- Document and organize information from interviews and focus groups.
- Present results to the Project Steering Committee and other community stakeholders (such as the FASD Working Group).
- Create a “map” of services that do any kind of FASD prevention work, in SIFN and MIFN.
- Coordinate a group trip to another First Nation community in Canada that has an integrated approach to FASD prevention, assessment, and support.
- Travel between SIFN and MIFN.

KEY QUALIFICATIONS & SKILLS

- Experience conducting interviews and focus groups, or a similar equivalent (such as facilitating one-on-one meetings or leading group discussions) is required.
- Organized and have excellent oral and written skills.
- Experience with working as part of a diverse team.
- Experienced and comfortable using common computer programs such as Word, Excel, and Power Point.
- Ability to communicate in Innu-aimun and English is considered a significant asset.
- Prior knowledge, training, and education in the area of FASD is a strong asset.

SALARY & BENEFITS. This is a project specific part-time position that can be filled through a temporary Acting Appointment, Secondment, Term employment or contract. Salary and benefits will be determined depending on staffing option applicable to the successful candidate.

DEADLINE: October 26, 2018

TO APPLY, please submit your cover letter and resume to:

Annie Picard
Health Coordinator, Innu Round Table Secretariat
Fax: (709) 497-3881
Email: apicard@irtsec.ca

We thank everyone for applying. Only those selected for an interview will be contacted.

www.irtsec.ca