



Title: Harmony Coordinator
Start Date: November 2019
Term: Fulltime/ Permanent
Accountable to: Director of Listuguj Education, Training & Employment LETE

Summary of Function:

The objectives of the Harmony project focus on building knowledge and understanding, and especially the recognition of our differences as contributions to the richness of our culture and communities rather than as obstacles to social and community development.

The Harmony Coordinator will plan and execute activities aimed at affecting positive change in relationships amongst the Listuguj Mi'gmaq student population and those of area schools. The activities will be educative – to decrease racial tensions; preventative – to diminish violent behavior and bullying; sports related – to interact in a cooperative setting; and cultural as well as social – in order to better understand and respect each other as communities.

The activities will be aimed at improving the wellbeing of our students and our communities.

Job Duties:

- Establish and implement policies and procedures
- Coordinate and work with the Pointe-a-la-Croix Harmony Coordinator to prepare joint applications for project and activity funding
- Conduct research, develop programming, assess, co-ordinate and develop awareness of existing services, and ensure that duplication is avoided
- Convene quarterly advisory committee meetings and serve as Chairperson for these meetings
- Carry out planning and logistics for joint activities
- Respond to requests for information
- Order materials and maintain records for payment of invoices
- Prepare input for communication pieces related to activities
- Analyze and evaluate programming
- Research potential funding from various sectors, e.g. government, foundations and the private sector
- Develop and ensure completeness of funding submissions/proposals
- Build and track program budgets

Requirements:

- A bachelor's degree or college diploma in a social science or related discipline, or in education is preferred.
- Proficiency in English and French is required.
- Proven experience working with multiple stakeholders, Mi'gmaq knowledge holders and other community resources
- Equivalent combinations of education and experience will be considered.
- Successful candidate must possess valid driver's license
- Submit to vulnerable sector check.

For a full Job Description please contact the LMG HR Department

Submit Confidential Applications, Resumes and References to:

LMG Human Resources
17 Riverside West,
Listuguj (Quebec) G0C 2R0
LMGHR@listuguj.ca

**DEADLINE FOR APPLICATION IS CLOSE OF BUSINESS
WEDNESDAY, OCTOBER 23, 2019**