



Nova Scotia Native Women's Association

JOB POSTING

COVID-19 Coordinator

The Nova Scotia Native Women's Association

Location: Sydney, NS

Four Month Contract (possibility of renewal)

The Nova Scotia Native Women's Association (NSNWA) has been in existence since 1972. The NSNWA is a non-profit organization representing approximately 8,000 women in Nova Scotia. The NSNWA was formed to address the social, political, emotional, health concerns and aspirations of Mi'kmaq women. The NSNWA is growing quickly and is seeking a highly motivated and experienced individual to fill the role of a **COVID-19 Project Coordinator**.

Reporting to the NSNWA Executive Director the COVID-19 Project Coordinator will:

- Work with finance preparing and monitoring the budget for all COVID-19 projects including providing updates as required.
- Perform community outreach for clients of the Jane Paul Centre.
- Work with NSNWA communications and the indigenous community promoting COVID-19 programs and services, including reviewing, or developing program and services intake/request forms and processing and monitoring all requests for services.
- Working with Human Resources on recruiting and hiring contractors to deliver projects related to COVID-19 including monitoring the progress of the work to ensure all deadlines are met.
- Working with the NSNWA Legal Advisor to ensure that contracts and agreements are in place for COVID-19 Programs and services.
- Working with the Executive Director and other identified staff draft final reports to funders on any funds that the NSNWA may receive related to COVID-19 and submitted in a timely manner.
- Working with the executive director and other staff to draft new funding proposals on COVID-19 as funding opportunities arise including determining and defining project scope and objectives, predicting resources needed meet needs and manage resources in an effective and efficient manner.
- Advocate for the needs of the indigenous women girls and 2SLGBTQQIA people and their families in Nova Scotia relating to their COVID-19 needs, including monitoring the needs of Indigenous people that do not fit current NSNWA programs in order to expand programming.

Qualifications for COVID-19 Project Coordinator

- 5+ years experience working with Indigenous communities in an administrative role.
- Experience or knowledge of Indigenous people, organizations, and communities in Nova Scotia
- High computer literacy skills including experience working with word, excel and video communications such as zoom etc.
- Experience writing proposals and final reports is an asset. Strong writing and research skills is a requirement.
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Proven ability to be a team player with experience working with others to develop a timeline, create schedules, and oversee progress to make sure goals are met on time.
- Time management and organization skills
- Ability to work independently with minimal supervision
- Valid driver's license, reliable vehicle, and the ability to travel throughout the province including overnight stays.
- Be flexible and work evenings, weekends and over the Christmas holidays (excluding Christmas Day, Boxing Day and New Years Day) to process emergency COVID-19 requests.

Please submit resume and cover letter which clearly outlines all minimum requirements of this position. Only candidates who meet the minimum eligibility requirements will be contacted for an interview.

Application Deadline:

OPEN UNTIL FILLED

Please submit resume and cover letter to:

Karen Pictou, Executive Director Nova Scotia Native Women's Association

executivedirector@nsnwa.net