



Nova Scotia Native Women's Association

JOB POSTING

Program Coordinator

Location: Jane Paul Centre, Sydney, NS

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 full time *Program Coordinator*.

This a position that will require the successful candidate to be responsible to provide a safe and welcoming environment for the women who utilize the services at the Jane Paul Centre (JPC). The Program Coordinator will work with current partners, service providers and traditional healers to plan the delivery of programming at the JPC, recruit, screen and manage volunteers, provide peer support to women, oversee the preparation of healthy meals, provide harm reduction kits, make appropriate referrals, advocate for both the individual and collective needs of the women, track service utilization and collect evaluations from participants, monitor drop in time and create monthly calendars of events. As well as be responsible for maintaining files, preparing reports and ensuring availability of supplies. The Program Coordinator will report to the Director.

Qualifications:

- Diploma or Degree in a Human Service or related field or a combination of related training and 2 years related experience working within an Indigenous organization.
- Proven experience working with Indigenous populations.
- Understanding and empathetic to individuals in the sex trade.
- Connection to Mi'kmaq of NS and strong understanding of Indigenous culture and values.
- Proven facilitation skills.
- Criminal Record Check, Vulnerable Sector Check, and Child Abuse Registry Check.
- Ability to work independently with minimal supervision.
- Speaking or understanding Mi'kmaw is considered an asset.
- Valid driver's license, reliable vehicle, and the ability to travel throughout the province including overnight stays.

Salary: \$40,000 - \$45,000 annually, based on experience.

Application Deadline:

July 9th, 2021

Please submit resume and cover letter to:

Human Resources at the Nova Scotia Native Women's Association

Email: humanresources@nsnwa.net