

Position:	Domain Group Facilitator
COMPANY:	Urban Aboriginal Voices Society
LOCATION:	Red Deer
HOURS:	Full-time
SALARY:	\$25.00/hour
REQUIREMENTS:	<ul style="list-style-type: none"> • Strong knowledge of Indigenous culture • Strong administrative skills • Strong interpersonal and communication skills • Experience in maintaining and building enriching relationships • Excellent organizational skills, time management skills, and meticulous attention to detail • Excellent organizational skills, time management skills, and meticulous attention to detail • Ability to handle pressure and make split-second decisions
DUTIES:	<ul style="list-style-type: none"> • Provide facilitation and administrative support to individuals, groups and agencies who are currently working collaboratively through the UAVS domain groups to develop, direct implement and evaluate a wide range of social programs to address emerging needs in the community • Work with Domain Groups to pilot the Indigenous Assessment Tool ensuring action plans align with community needs and priorities • Ensure the completion of the Domain Member Survey annually • Facilitate new stakeholder engagement with the Community Facilitator • Ensure agency lists are up-to-date and accurate • Ensure all Domain binders ensuring Charters, member lists, minutes and all relevant correspondence are accurate and up-to-date • Record and manage all data required, including entering into data management program
POSTING DATE:	March 28, 2022
CLOSING DATE:	When position is filled
HOW TO APPLY:	Submit resume and references with cover letter to Tammy Rogers, by e-mail at urbanaboriginalvoices@gmail.com