



## **EMPLOYMENT OPPORTUNITY**

**Position Title:** Health Governance Coordinator  
**Location:** 76 Shore Rd, Metepenagiag, New Brunswick, E9E 1B9  
**Report To:** Director of Health Services  
**Anticipated Start Date:** November 4th, 2024

### **Purpose of the Position:**

The North Shore Mi'kmaq Tribal Council (NSMTC) is seeking a professional and personable Health Governance Coordinator to serve NSMTC's Health Services management team. Reporting to the Director of Health Services, the Health Governance Coordinator will be responsible to improve coordination, communication, collaboration and integration of supports and services to advance First Nation Health.

### **Program Locations:**

The Health Governance Coordinator will be required to travel to all the participating NSMTC Member Communities. Travel throughout Atlantic Canada will also be required periodically to attend meetings and various business functions. The successful candidate must have a valid driver's license and access to reliable transportation.

### **NSMTC Member Communities:**

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly).

### **Key Responsibilities:**

- Communication and collaborate with NSMTC's Health services management team, Health Directors and Health Leaders by coordination of Health-related meetings, minutes, and preparing presentation material.
- Document production including scanning, copying, proof-reading, data entry, briefing notes and assisting with formatting of documents.
- Financial planning/management and updates to each Health Manager.
- Develop, track, and maintain budgets and expenses for meetings, training, and conferences.
- Work with Elders and Knowledge Keepers to ensure Health Services align with cultural practices.
- Facilitate Health planning sessions with member communities.



- Ensure the Health governance activities align with community values, priorities, and principles.
- Participate in various Regional and/or National meetings as requested.
- Assist with training, events, and conference coordination.
- Assist with the deliverables that are outlined in the five-year Health workplan.
- Ensure all policies and procedures documents are up to date.
- Develop a communications plan to ensure we are achieving appropriate goals, measuring success and building effective relationships.
- Any other duties requested by the Health Management Team.

**Preferred Education and Experience:**

- Diploma in Business Administration or equivalent.
- Certificate(s) in Administration, Management, and / or Business.
- 5+ Years of relevant administrative experience.
- 5+ years' experience working with a First Nation Community and/or understanding of First Nation Health.

**Skills and Competencies:**

- Demonstrated proficiency in computer software including Microsoft Office (Outlook, Word, Excel, PowerPoint, and Teams) and other communication/social media platforms (Zoom, Google Office Suite, and Facebook).
- Strong communication skills (including writing, formatting, and editing a variety of written materials).
- Must foster effective leadership skills.
- Ability to work both independently and in team situations.
- Strong organizational and coordinating skills.
- Demonstrated understanding of First Nation communities, traditions and socio-economic conditions is essential.
- Spoken and written English is essential. Proficiency in Mi'kmaq is an asset.

**Conditions of Employment:**

- Valid driver's license and access to reliable transportation.
- Willingness to travel for occasional overnight trips.
- Employment conditional on a successful criminal records check.

**What We Offer:**

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.



**Additional Information:**

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

This is a full-time position. Salary will be based on education, experience, and qualifications of the successful candidate.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

**Application Deadline:**

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at [careers@nsmtc.ca](mailto:careers@nsmtc.ca) by no later than **Friday, October 18, 2024 at 4:00pm**.

We thank those who apply, but only individuals selected for further consideration will be contacted.

Applicants are responsible for the timely submission of applications.