

## MI'KMAW NATIVE FRIENDSHIP CENTRE



**Employment Opportunity:** Project Designer, Participatory City Wije'winen

**Location:** Halifax, NS

**Salary Range:** \$23-\$25/hr

**Employment Term:** Contract 1 year term-with possibility of extension subject to funding (35 hours/week-some evening and weekend work may be required)

**Reports To:** Program Director, Participatory Wije'winen

### **Overview:**

Welcome to Participatory City Wije'winen!

[Participatory City](#) (PC) is a placemaking initiative developed in East London, UK, designed to enable citizen engagement and public participation in developing inclusive neighborhoods. Working with the Participatory City Foundation (UK) and the McConnell Foundation, a partnership of local actors has come together to explore the potential of a Participatory City Platform in K'jipuktuk/Halifax. The initial 12-month phase will include the development of a demonstration project, co-created by residents, which will lay the groundwork for the long-term development of a Participatory City framework that can reflect Halifax's unique contexts and communities.

In the urgent need to move on the calls to action and advance the process of reconciliation between Canadians and Indigenous Peoples, Participatory City Wije'winen aims integrate with and reflect the vision and goals pursued by the Mi'kmaq Native Friendship Center (MNFC), as they realize their vision for a new Friendship Center. *Wije'winen*, meaning "Come With Us", expresses the sense of moving forward together that surfaced during the visioning process for the new facility in Halifax's North End. The MNFC is a core partner in respect to both the development and delivery of current and future phases of work and co-creation of the demonstration project will take place in and around their current space on Gottingen Street.

We are seeking a Project Designer who will play a critical role in helping to build a network of people, projects and spaces that can support diverse residents in developing ideas and co-creating practical participation projects. A key focus of this work will be to connect with, and draw links to, existing initiatives and organizations that will be critical in shaping activities at the neighborhood level. Emphasis will also be placed on the development of interesting and inviting communications that can connect with local residents, as well as the public at large. The project designer will be employed by the Mi'kmaq Native Friendship Center and work closely with the Program Director and Evaluation Lead to support monitoring and evaluation of ongoing activities.

### **About You:**

We are looking for an experienced community leader with strong connections to residents and organizations in Halifax's North End, specifically within Mi'kmaq and African Nova Scotia communities. You are resourceful, self-directed, and possess exceptional coordination and communication skills. You are an active listener and a great problem solver— someone who can work to find spaces, identify new opportunities, and seek new partnerships and collaborations, all in support of resident-led action. You possess strong facilitation skills and thoroughly enjoy working alongside community to surface interests and creativity that help spark positive, neighborhood level change. You are someone who will make it happen, even if it isn't perfect or it is difficult.



### **Key Responsibilities:**

- Support the planning and delivery of the Wije'winen demonstration project that aims to engage north end residents in practical neighborhood activities. This will include formal and informal meetings with residents, building partnerships within and across communities, and supporting resident participation at every stage.
- Work closely with staff and elders at the MNFC to embed Indigenous knowledge and teachings into project approaches and activities as appropriate.
- Identify resident community champions willing and able to lead individual and small group activities with fellow residents.
- Work with the project team and local partners to develop and organize materials and spaces that can support resident-led projects.
- Develop a range of effective communication tools that help to build a social media presence and support regular participation at the neighborhood level.
- On-going partnership development to strengthen collaborative approaches and leverage resources at the neighborhood level.
- Support scheduling of activities and the creation of meaningful invitations that invite diverse residents to participate.
- Work with the evaluation team to support data and collection efforts.
- Adhere to all Mi'kmaw Native Friendship Centre policies and practices

### **Required Skills**

- Strong project planning and organizational skills – ability to manage multiple tasks, set goals and establish priorities in a timely manner.
- Practices and approaches in Community Development and the ability to work effectively with diverse groups and individuals to support inclusion, particularly in relation to Urban Indigenous and African Nova Scotian communities.
- A high degree of self-motivation, leadership and ability to excel in both team environments and independently.
- Demonstrated ability to facilitate community conversation, listen and respond to community issues and ideas.
- Excellent communication (written and verbal) and interpersonal skills and a passion for building relationships.
- Experience developing promotional materials and using a variety of communication channels including print, social media, website, etc.
- Experience developing and delivering workshops and supporting others to do so, with the ability to use technology to your advantage.
- Working knowledge of Microsoft Office.
- Demonstrated presentation and facilitation skills (in person and virtual).
- Knowledge of approaches in place making considered an asset.
- Must provide a Vulnerable Sector Check and Child Abuse Registrar prior to hiring.

**Application Deadline: October 29<sup>th</sup>, 2020**

To Apply: Please email a cover letter and resume in a single PDF document to Aimee Gasparetto, Program Director, Participatory City Wije'winen at [aimee.gasparetto@mymnfc.com](mailto:aimee.gasparetto@mymnfc.com)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process, included and not limited to travel, relocation, and application development.*

Only those applicants who are screened in for an interview will be contacted.