

Community Relations Advisor – RMWB

Women Building Futures (WBF) is a non-profit organization that empowers women to become economically prosperous through industry-recognized training. This position requires a community connector with skills and experience developing strong relationships with community groups, industry, and Indigenous organizations.

Key Responsibilities

- Acts as face of our brand in the Regional Municipality of Wood Buffalo communities and to our existing partners.
- Nurture meaningful relationships with key community groups e.g. community organizations that can offer mutually beneficial services, referral relationships to build readiness
- Engage with Indigenous communities and work within Indigenous forms of governance/business sector
- Promote programs through community activities, awareness campaigns, and informational sessions.
- Support women to undertake all steps in application process; support screening and assessment of applicants, interviewing, and provide support to potential students in the application process.
- Identify barriers and make referrals and/or recommendations for support.
- Support industry relations through professional interactions with employers/partners.
- Provide local alumni support.
- Engage with Indigenous communities and work within Indigenous forms of governance/business sector

Education & Experience

- 5+ years' work experience in Social Work, Human Resources, Academia, community development, or Not for Profit sector.
- ICIR certification (or related) recommended
- Experience with Indigenous populations; knowledge of available community resources for indigenous applicants and students.
- Diploma/degree in related field (Adult Education, Social Work, Human Resources or related) desired. (experience in communities working with Indigenous women trumps the academic)
- Familiar with expectations in trades and industry.
- Experienced in and comfortable with public speaking/facilitation and speaking with community and industry leaders.

Knowledge, Skills & Abilities

- Compassionate, approachable, comfortable with people; ability to support industry partnerships and be student facing providing applicants and students with feedback/support/mentoring.
- Understand the identity structures of First Nations, Metis and Inuit peoples, UNDRIP and reconciliation
- Able to work independently, consistently meet deadlines
- Personable and professional.
- Flexible, adaptable and innovative
- Results oriented
- Empathetic; excellent listening skills, insightful yet firm as needed

This position is project based, part-time (40%), one-year contract role. The location is RMWB or surrounding communities, with travel to various locations in Western Canada.

Please note only short listed candidates will be contacted.

Submit resumes to <https://womenbuildingfutures.bamboohr.com/jobs/view.php?id=51>

Open until suitable candidate is found.