



Position Title: Community Development Coordinator (CDC)
Position Term: Permanent/ Full-time
Salary Range: \$70,000 – 80,000
Location: Yellowknife
Reports to: Executive Director & Community Development Manager

Aboriginal Sports Circle NWT

Established in 1999, the Aboriginal Sports Circle (ASCNWT) was created through a national consensus-building process. ASCNWT was created as one of 13 Provincial/Territorial Aboriginal Sport Bodies (PTASB) in response to the need for more accessible and equitable sport and recreation opportunities for Aboriginal peoples across Canada. ASCNWT's mandate is to develop Indigenous culture, sport, athletes, and coaches across the NWT. ASCNWT achieves these goals through several community programs and events along with Territorial and National partnerships.

Purpose of the Position

The CDC is a support staff position. The CDC will work alongside the Community Development Manager and will be responsible for assisting with delivery of ASCNWT community programs, Archery NT, Northern Games NT, Dene Games NT, and Jumpstart. The position will require a self-starter who can grow with the organization and take on additional responsibilities.

Reporting Relationship

The CDC reports directly to the Executive Director. They will take direction regarding programs and events from the Community Development Manager.

Activities & Duties

A. Community Development

- The CDC will work alongside the Community Development Manager and strive to create strong partnerships with community sport and recreation advocates, Territorial Sports Organizations (TSO's) and other partners.
- Through these partnerships the CDC will help the Community Development Manager build responsive programming and capacity in all communities. This includes:
 - Identify specific community sport/recreation interests
 - Identify community strengths and weaknesses and develop plan to build capacity in each community
 - Develop all levels of sport/recreation in communities, athletes, coaches and volunteers
 - Work with TSO's and other NGOs to deliver athlete development camps, coach certification and volunteer development directly in communities
 - Work with ASCNWT Leadership Development Coordinator to help provide leadership opportunities in communities.
 - Monitor annual operating budget alongside Community Development Coordinator.

B. Archery NT (ANT)

- The CDC will be responsible for working alongside the Community Development Manager for the coordination and delivery of ANT and it's working group.
 - Coordinate regular meetings with ANT's working group
 - Provide coach development opportunities for archery coaches
 - Provide athlete development opportunities for archery athletes
 - Represent the ANT during Archery Canada Meetings
 - Coordinate the selection and participation of ANT at the North American Indigenous Games, Canada Winter Games and Arctic Winter Games
 - Coordinate Archery programming at Multisport Training Facility

C. Northern Games NT (NGNT)

- The CDC will be responsible for working alongside the Community Development Manager for the coordination and delivery of NG NT and it's working groups
 - Coordinate regular meetings with NG NT's working groups
 - Provide Coach development opportunities for Northern Games coaches
 - Provide Athlete development opportunities for Northern Games athletes
 - Coordinate the selection and participation of Northern Games at the Arctic Winter Games
 - Be an advocate for all things Northern Games related in the NT
 - Coordinate Northern Games programming at Multisport Training Facility

D. Dene Games NT (DGNT)

- The CDC will be responsible for working alongside the Community Development Manager for the coordination and delivery of DG NT and it's working groups
 - Coordinate regular meetings with DG NT's working groups
 - Provide Coach development opportunities for Dene Games coaches
 - Provide Athlete development opportunities for Dene Games athletes
 - Coordinate the selection and participation of Dene Games at the Arctic Winter Games
 - Be an advocate for all things Dene Games related in the NT

E. Jumpstart

- Be the Jumpstart ambassador for ASCNWT and work alongside the Community Development Manager to meet with national organizations and move Jumpstart programming forward in the NT.
 - Manage all Jumpstart applications from the NT
 - Help community members with their Jumpstart applications
 - Advertise and promote jumpstart funding opportunities.

Qualifications

A. Education

- Preference given to candidates with post-secondary degree in sport and recreation, business, event management, Indigenous studies, communications, or a related field.

B. Knowledge, Skills & Abilities

- Knowledge of community cultures, traditions, and history.
- Knowledge of the political landscape of the communities in the NWT.
- Knowledge/Experience of event planning.
- Knowledge/experience working in or with remote communities.
- Ability to strategically plan for future growth.
- Ability and experience speaking to and facilitating large groups.

C. Knowledge/Experience of social media, website management and creating electronic publications. Proficiency and use of computers for:

- Microsoft Office (Excel, Power Point, Word)
- Email
- Internet
- Social Media (i.e., Facebook, Instagram, Twitter)
- Experience with Illustration programs are considered an asset

D. Additional Requirements

- Satisfactory criminal records check, and vulnerable sector check required.
- Extensive travel may be required to deliver certain ASCNWT programs.



Working Conditions

A. Physical Demands

- Normal office environment. Work sometimes requires set up and take down of events and packing and unpacking of ASCNWT program equipment.
- Ability to demonstrate

B. Environmental Demands

- Normal office environment.
- Some ASCNWT programs are delivered outdoors and may result in exposure to our northern climate

C. Sensory Demands

- Normal Office Environment

D. Other Demands

- The CDC is responsible for managing many projects throughout the year. These projects require ongoing attention, concentration and coordination which often can result in multi-tasking