



# Native Women's Association of Canada

## Internal/External Job Posting

### Director of Labour Market Development

**Full time (term position – up to 12 months)**

**Reports to: Executive Director**

**Salary range: \$65,000. - \$70,000.**

**Closing Date: October 7<sup>th</sup> (1700 hrs. EST)**

---

The Native Women's Association of Canada (NWAC) is founded on the collective goal to enhance, promote, and foster the social, economic, cultural and political well-being of First Nations and Métis women within First Nation, Métis and Canadian societies. Our goal as an employer is to engage with and support our employees to achieve their maximum potential in a workplace that is free of harassment, discrimination and barriers to their success.

#### Major Areas of Responsibility

The Director of Labour Market Development is responsible to overseeing the research on labour market issues that pertain to Aboriginal women and their families; developing proposals and programs; managing programs and projects recommendations that can advance effective advocacy strategies. The Labour Market Development is also responsible for managing all human and financial resources under the HRSDC project agreement and providing technical support to NWAC PTMA's. In addition the Director of Labour Market Development is responsible for identifying trends in the labour market, identifying new projects and opportunities for NWAC and identifying new funding sources.

#### Key Skills and Knowledge Requirements

- Strong understanding of and demonstrated commitment to the principles, values and mandate of the Native Women's Association of Canada;
- Ability to provide policy analysis and carry out research, develop policy positions, and advance effective advocacy strategies;
- Expert knowledge of labour market issues including employment, child care and access;
- Ability to carry out culturally-relevant gender-based analysis;
- Good proposal development skills, and familiarity with relevant government funding bodies, contribution agreement negotiation and reporting processes;
- Ability to effectively manage financial and human resources, including the ability to formulate budgets and review financial statements and administer, manage and coordinate programs and projects;

- High level skills in statistics, economics and budgeting;
- Able to prioritize and organize work effectively and under pressure;
- Conflict resolution skills;
- Ability to formulate policy and guidelines and to translate those into effective and efficient programming;
- Excellent oral and written communication skills.

**Qualifications:**

- The successful candidate should possess an undergraduate degree in the business administration, finance fields and/or equivalent work experience.
- Bilingualism will be considered an asset.

All interested applicants must submit a letter of interest, curriculum vitae and the names and contact information of three references no later than October 7th, 2011 (1700 hours EST) to:

Claudette Dumont-Smith  
Executive Director  
1 Nicholas Street, 9th Floor  
Ottawa, ON K1N 7B7  
Email: [cdumontsmith@nwac.ca](mailto:cdumontsmith@nwac.ca)

**Applicants must clearly show how they meet the qualification requirements of the posting. Preference will be given to qualified Aboriginal applicants. A clear criminal reference check is mandatory for this position.**

**No phone calls please. Only those selected for an interview will be contacted.**