

Hello Friends of Tatamagouche Centre,  
We are excited to share that we are looking to hire Fall Gathering Coordinator for the Peace and Friendship Project! Please share this message with your networks. The deadline for application is July 9th.

**Peace and Friendship Project  
Fall Gathering Coordinator  
Job Description**

The work of the Peace and Friendship Project is to cultivate a cross-cultural partnership of community leaders and volunteers to peacefully and creatively move with their communities toward right relationships and justice. The main work of this project will be to organize a gathering in the fall of 2017 at the Tatamagouche Centre, in Tatamagouche, Nova Scotia. This gathering will create a 'safe space' for Aboriginal and non-Aboriginal people, churches and organizations to engage in intercultural relationship-building and justice projects in the Maritimes. In particular, this will include communicating with and involving the Peace and Friendship Alliance groups from New Brunswick and Nova Scotia. Applicants should be based in the Maritime provinces.

**Duties of the Coordinator:**

1. To coordinate all aspects of event planning for a fall Peace and Friendship Gathering at Tatamagouche Centre.
2. To schedule a monthly meeting of the Peace and Friendship advisory group monthly. To attend and coordinate the meetings and teleconferences of this group.
3. To network with aboriginal communities across the region, and facilitate the involvement of the Peace and Friendship Alliance Groups.
4. To identify financial needs of participants and activities, and to work within the project budget. To ensure that appropriate documentation of expenses are provided.
5. To work positively and respectfully across difference, with the goal of creating a "Safe Space" for intercultural relationship-building and justice work in the Maritimes.
6. After the event, to write a report explaining what happened throughout the gathering, and what work will continue.

**Requirements of the position:**

- \* Experience and strong, positive relationships with Aboriginal communities throughout the region.
- \* Experience organizing and promoting events and creating promotional materials.
- \* Ability to communicate by phone and email a requirement.
- \* Ability to work independently and as part of a team.
- \* A driver's license and access to a vehicle.
- \* A phone plan that allows for daytime long distance (office expenses will not be reimbursed).

**Contract Duration & Conditions:**

The contract will last until two weeks after the event is completed, when the final report is due. The coordinator will be paid 15 hours/week at \$20/hour. Applicant must be able to work remotely, and travel when necessary. Pre-approved travel expenses for project work will also be covered. Office expenses will not be covered.

Applications are accepted by email: [josie@tatacentre.com](mailto:josie@tatacentre.com)

Please submit your resume and a covering letter expressing why you are drawn to this project and how your abilities, experience and skills may match our needs.

Applications without a cover letter will not be considered. Applicants of all backgrounds will be considered, but preference will be given to aboriginal people.

Deadline: Sunday, July 9th, at 11:00pm.

Only those being interviewed will be contacted.