



# *Pictou Landing Band Office*



6533 Pictou Landing Rd, Fisher's Grant., NS B0K 1X0  
Ph: 902-752-4912 Fax: 902-755-4715

## **Legacy Planner – One Year Maternity Leave**

To ensure that PLFN band members are involved in all areas of this project and contribute to the legacy of reclaiming A'se'k. PLFN has initiated the creation of a position of Legacy Planner to directly capture the community's visions for the future. The activities of the legacy planner will fall under three themes; (1) Historical Input (capturing stories and relevant information of how A'se'k used to be) (2) Spirituality and Healing (what does healing mean for you, what kinds of activities will help the process). (3) Future visions (what are your aspirations for A'se'k and how would you like to be involved). Some of these key activities would include:

- Effectively engage with all groups and subgroups in PLFN. Including but not limited to; Elders, youth, employed, unemployed, on reserve, students etc.
- Designing a PLFN Legacy Plan based on findings from above;
- Conduct Community Information/Planning Sessions with community groups and Sub groups (Elders, Youth, etc.)
- Conducting and participating in community events,
- Capturing the story of A'se'k – past, present & future through multimedia sources (videos, written word, visual art, stories, etc.)
- Other duties as directed by the Boat Harbour Clean up Committee (BHCC) and the Community Liaison Manager for Boat Harbour Remediation Project

This position has the potential to evolve as the remediation planning moves forward, pending the review of the final project report and recommendations of the BHCC at the end of the six-month period.

The A'se'k Legacy Planner reports directly to the community Liaison Manager (subject to change) in consultation with the Boat Harbour Clean Up Committee (BHCC) committee.

### **Essential Functions**

1. Under the direction of the Community Liaison Manager (subject to change) for the Boat Harbour Remediation Project, the Legacy Planner is responsible for overall coordination of community engagement in regards to legacy planning.
2. Keep organized records of all activities including meeting notes, videos, etc.
3. Keep an up-to-date workplan records & work schedules based on activities arising from the three themes noted above.
4. Observe & practice workplace safety.
5. Correspond & maintain open communication with community members. Band Program Directors & Managers, and liaise with Band Staff when needed in deliverables.
6. Any other duties pertaining to the Legacy Planning position as directed by the Community Liaison Officer for the Boat Harbour Remediation Project



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## **Required knowledge and Abilities**

1. Effective communication skill (oral and written), excellent interpersonal skills.
2. Knowledge of computer systems and their applications.
3. Keen interest in the use of multimedia (text, audio, animation, video).
4. Ability to handle, schedule and prioritize multi-tasks, and be able to work on your own as well as in a team environment.
5. Must be reliable, punctual, motivated, friendly & outgoing.
6. Conflict management skills.
7. Must be a registered Pictou Landing Band Member.
8. Must have a valid driver license and a reliable vehicle
9. Must provide a clear criminal record

Term: Contract term ending May 3, 2024

Salary: \$17.50/hr

Deadline for applications is June 2 ,2023 at 2:00pm  
Please forward cover letter and resume with two references to

[katie.p@plfn.ca](mailto:katie.p@plfn.ca)

Only candidates selected for interviews will be contacted.  
Position is subject to change to final budgetary approval.