

## TOWN OF GANDER



### **REQUEST FOR EXPRESSION OF INTEREST:**

### **COMMUNITY NAVIGATOR PROGRAM**

#### **Background**

Gander is a diverse and growing community. An important part of our continued success is the recruitment and retention of newcomers, specifically those in the healthcare sector.

The Town is looking to establish a roster of qualified individuals to welcome and support newcomers and their families as they establish roots in Gander. Navigators will assist newcomers in meeting their housing, employment, social and cultural needs. Community Navigators will act as a liaison with newcomers and their families making their transition into our community as welcoming and seamless as possible.

The Town of Gander is seeking Expressions of Interest from community members interested in becoming a Community Navigator.

#### **Position Overview**

Community Navigators work collaboratively with newcomers and the Manager of Strategic Initiatives to provide community outreach, education, and support in welcoming newcomers as they transition to living within our community. The Community Navigator will also engage and work with community stakeholders and special interest groups to identify programming and service offerings introducing newcomers to the community thereby ensuring successful community integration and acceptance. This will open opportunities for newcomers to become involved and build a sense of community pride and belongingness.

#### ***Major Duties & Responsibilities***

- Introduce newcomers to the community
- Provide community familiarization tours
- Build relationships with community organizations and be knowledgeable of program and service offerings
- Liaise with the Manager of Strategic Initiatives, local organizations, and newcomers
- Be familiar with community amenities, various social circles, and other interest groups
- Coordinate meetings and introductions
- Provide other support when requested

## Selection Criteria

Selection of Community Navigators will be based on matchmaking suitability and meet the following minimum criteria:

### *General Requirements*

- Resident of Gander for at least 5 years
- Access to a reliable vehicle
- Valid NL class 5 driver's license
- Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check
- Familiarity with community and regional amenities, programs, and services
- Knowledgeable about the community, professional networks, and special interest groups
- Strong interpersonal, relationship building, networking and organizational skills
- Must always exercise discretion and respect confidentiality

### *Personal Attributes*

- Interested in meeting and assisting new people and support community integration
- Friendly and engageable
- Active, outgoing, and excellent communicator
- Mature
- Exercise good judgement
- Bi/multilingual is considered an asset

Interested individuals are asked to submit a copy of your resume and a bio highlighting how you meet program criteria and how your personal attributes, experiences and skill sets make you a good fit to become a Community Navigator. At the Town of Gander, we value diversity and inclusion and invite candidates of all backgrounds to apply.

Please submit the required information no later than Friday, December 1, 2023, 4:00pm NST.

Expression of Interests can be submitted by:

Drop-off or mail:

Town Hall  
c/o Community Navigator Program  
Attn: R.J. Locke  
100 Elizabeth Drive  
Gander, NL, A1V 1G7

Email: [navigator@gandercanada.com](mailto:navigator@gandercanada.com)

If you have any questions, please contact R.J. Locke, Manager of Strategic Initiatives by phone 709.651.5912 or via email: [rjlocke@gandercanada.com](mailto:rjlocke@gandercanada.com)