

JOB TITLE: Communities Coordinator

OPERATION / CORPORATE / EXPLORATION: Operation

DEPARTMENT: Communication and Engagement

REPORTS TO: Director, Social Performance and Engagement

LOCATION: Menominee, Michigan

DATE: October 1, 2017

MAIN PURPOSE

The Communities Coordinator will have the primary responsibility of managing an information center for the purpose of engaging and educating community members about the Back Forty mine and to promote the image of Aquila Resources and the Back Forty Mine as a positive and socially responsible company. In addition, this position will work in coordination with representatives from various community organizations in order to fulfil the mission of Back Forty Mine: *To establish a positive reputation for Back Forty Mine by identifying and managing social risks in order to build community trust.*

MAIN RESPONSIBILITIES/ACTIVITIES

- Assist with Social Media (website, Facebook, twitter etc.)
- Conduct stakeholder research for use in stakeholder strategy and engagement
- Maintain regular contact with local community based organizations
- Represent the Company at community meetings and events as required
- Develop collaborative working partnerships with a variety of community organizations
- Develop and maintain a network of business, labor, education, and community leaders to promote and advance the business of objectives of Aquila Resources Back Forty Mine
- Provide information to the community about Back Forty Mine operations
- Manage daily operations of Information Center as well as monitor, record, and report on Information Center traffic, issues, complaints, and concerns
- Develop and implement comprehensive, high quality, and effective community contribution strategy and strategically manage donations budget in accordance with the community donations policy and guidelines
 - Identify local partnerships that meet Back Forty criteria
 - Screen substantial donation requests and make recommendations
 - Request checks and mail letters
 - Send letters to unsuccessful funding requests
 - Manage participation and volunteers where required with sponsorships
- Ensure community activities demonstrate active partnership, mutual respect, and long-term commitment without creating dependency

EDUCATION, QUALIFICATIONS AND EXPERIENCE REQUIRED

- Motivated, self-starter who is detail oriented
- Strong understanding of natural resources industry
- Strong verbal communication and interpersonal skills
- Ability to deal with people at all levels, both internally and externally
- Ability to communicate effectively with a diverse public in a variety of forums
- Strong written communication skills
- Strong organizational skills
- Ability to work effectively in a team environment
- Undergraduate degree (preferred) experience/education in communication, economics, sociology, anthropology, history etc.

KEY PERSONAL COMPETENCIES:

- Must be comfortable managing conflict
- Ability to multi-task under tight deadlines
- Ability to connect people and ideas to one another
- Promote and contribute to an orderly, safe, and secure environment
- Action oriented and able to produce results
- Strong initiative and self-motivation, with a commitment to teamwork
- Acclimates to ambiguity and rapid change
- Keen attention to detail
- Creative and not afraid to 'think outside the box'
- Integrity and Trust

If you think you have the skills and qualifications necessary for this position, please send your resume and cover letter to Chantae Lessard at Aquila Resources E807 Gerue Street, Stephenson, MI 49887 or via email jobs@aquilaresouces.com.