

JOB OPPORTUNITY



Sagkeeng Anicinabe

Comprehensive Community Planning (CCP)

CCP Assistant

Full-Time

Under the direction of the CCP Coordinator, the CCP Assistant provides administrative and clerical support to the program, while also assisting the CCP Coordinator in planning and facilitating community events and workshops.

DUTIES:

- Serve as an assistant to the Coordinator,
- Perform routine clerical duties necessary to the CCP operation, including but not limited to:
 - a. Organize and maintain files (electronic and hard copy),
 - b. Assist in the preparation of documents including but not limited to reports, letters, spreadsheets, databases, PowerPoint presentations, and newsletters,
 - c. Take meeting minutes, notes, etc., and compile/organize into reports,
- Assist in the planning, organization, and implementation of community events,
- Support facilitation of information to community and facilitate events including but not limited to workshops, focus groups, and community activities,
- Assist in budgeting for the program.

QUALIFICATIONS:

- Post-secondary education/training (certificate or diploma) from a recognized administrative assistant or business administration program
- Minimum one (1) year of work experience performing a full range of administrative support duties
- Experience in public speaking and/or group facilitation is considered an asset but not a necessity
- Experience in working within or for an Indigenous/First Nations community or organization is an asset
- Must be willing and able to travel
- Must be willing and able to work evenings/weekends
- An equivalent combination of education, training, and experience may be considered,
- Preference will be given to applicants of Aboriginal / First Nations ancestry with highest preference to members of Sagkeeng First Nation.



APPLICATION DEADLINE:

June 20th, 2018

Interested applicants can submit:

- a cover letter,
- resume,
- **Vulnerable Sectors Check**

Attention to:

Human Resources Manager
Sagkeeng Anicinabe
Box 3, Fort Alexander, MB
R0E 0P0

Resumes can be mailed to the
above address, emailed to

jobs@sagkeeng.ca

or dropped off at the
Sagkeeng Government Band Office.

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY
THOSE SELECTED FOR AN
INTERVIEW WILL BE CONTACTED