

EMPLOYMENT OPPORTUNITY

Sagkeeng First Nation Community Planning Coordinator Assistant

1-year term

Reporting to the Community Planning Coordinator the Community Coordinator Planning Assistant is responsible for the following duties and responsibilities:

DUTIES:

- Engage with members of the community with the goal of developing a holistic and comprehensive vision of the future for the Sagkeeng First Nation community,
- Develop Community Led Planning documents,
- Serve as an assistant to the community Planning Coordinator,
- Organize and maintain files (electronic and hard copy),
- Manage projects, conduct research and distribute information through phone, mail, on boards, and via email,
- Responsible for routine clerical duties that are necessary to the CCP operation,
- Preparation of work processing, spreadsheets, database and information management,
- Coordinate community consultation,
- Prepare PowerPoint presentations, newsletters and other communications,

QUALIFICATIONS:

- Excellent interpersonal, oral and written communications skills,
- Ability work independently and as part of an interdisciplinary team,
- Ability to speak in public and conduct public meetings,
- Excellent computer skills with demonstrated proficiency with Microsoft Office programs,
- Ability to work under pressure, manage varied workloads and meet projected deadlines,
- Must have and maintain a valid Class 5 or greater driver's license and have a vehicle that they may use;
- Knowledge of aboriginal culture an asset
- Preference will be given to applicants of Aboriginal / First Nations ancestry with highest preference to members of Sagkeeng First Nation.



APPLICATION DEADLINE:

April 30, 2019

Interested applicants must submit:

- **Cover letter / résumé,**
- **Criminal Records Check;**

Attention to:

Human Resource Manager
Sagkeeng Government
Box 3, Pine Falls, MB
R0E1M0

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