



SUCKER CREEK FIRST NATION

JOB DESCRIPTION

POSITION TITLE: Project Coordinator – PCDE Program

POSITION REPORTS TO: Economic Development/HRD Director

POSITION ASSISTS: ShirCall Facilitation – PCDE Program

POSITION: Full Time TERM – until March 29, 2019
(Proposal Funded)

DUTIES:

- Assist ShirCall Facilitation as related to the First Nation Training to Employment Program, including office support and other duties as required.
- Keep attendance records to be submitted as required to Social Services
- Email or fax out all forms, applications, tickets or correspondence as required.
- Setting up appointments
- Provide word processing and office support
- Occasionally drive Employment Van
- Out of area travel
- Performs other duties as required
- Submit reports and follow ups to Alberta Labour/AB Government

QUALIFICATIONS:

- Grade 12
 - Good communication skills
 - Must have office, computer and phone etiquette required
 - Knowledge of First Nations culture and traditions is an asset.
 - Knowledge of Government Programs, forms and reporting procedures.
 - Oath of Confidentiality must be signed prior to commencing employment.
 - CPIC and CWIS must be provided
 - Class 4 Drivers
- **DEADLINE FOR APPLICATIONS: October 12 @ noon.**

Late applications will not be considered – Only qualified applicants will be notified for an interview:

Mail to:

Box 65

Enilda, Alberta

T0G 0W0

Fax:

780-523-3111

E-mail: shauna@scfn.ca

Atten: Human Resources