



Awasiwewin Family Services

Capital Projects Nation's Coordinator

Peerless Trout First Nation, Loon River First Nation, Lubicon Lake Band

Summary:

Are you passionate about being part of a team that helps people get through a difficult time in their life? Are you passionate about providing care with respect and nurturing the seeds of change in the lives of vulnerable people? If this sounds like you, Awasiwewin Family Services is looking for Capital Projects Nation's Coordinators, one for each Founding Nation. Reporting to the C-92 Capital Project Management Team the coordinator will assist WSP, Project Management firm for the C-92 Capital project, with arranging PMT meetings, attending PMT Monthly meeting, Design Meeting and Construction Meeting. They will prepare Meeting Minutes with assistance from WSP. The Community member will assist in the coordination of the Community Engagements and Event Logistics and support communications to key participants or members, such as hand out surveys.

Duties:

- Aids WSP with the coordination of the administrative and office activities for C-92 by maintaining office systems and procedures; organizing and preparing for meetings.
- Provides both incoming and outgoing mail and messenger services.
- Arrange travel related bookings for committee members (e.g. hotels, meeting venues etc.).
- Creation of letters and other documents via dictation (typing, proofing and sending letters, notices, emails, contracts etc).
- Assist with the set up and maintenance of files, key files, file labels, both electronic and paper for all departments.
- Maintains a working knowledge of the Awasiwewin Family Services policies and procedures.
- Maintaining office equipment and ensuring timely repairs; responsible for ordering office supplies; maintaining an inventory of organizations property including equipment and supplies.
- The Capital Projects Nation's Coordinator is a key member of the team and may be asked to carry out additional duties and activities related to the effectiveness and successful implementation of the Awasiwewin Family Services Program.

Knowledge & Skills:

Education: A post-secondary Certificate in Office Administration or related field or THREE years equivalent knowledge and experience in office administration would be an asset. Experience with Capital projects or project management would be an asset.

Additional requirements: current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle); First Aid/CPR and WHMIS training, Intervention Record Check and Canadian Police Information Centre (CPIC) clearances; submit to oath of confidentiality; personal telephone or access to telephone; be willing to adhere to agency drug & alcohol policy; Alcohol and drug testing pre-screening will apply; ability to speak and/or understand the Cree language a strong asset.

Salary will be based on academic & professional qualifications

~ Open until suitable candidate is found ~

careers@ktccfs.ca

Applicants are thanked in advance, selected applicants will be contacted for interviews

