



Cowessess First Nation #73

Employment Opportunity

Cowessess First Nation Education Department is now accepting resumes for the following position:

POSITION: Labor Force Development Coordinator

CLASSIFICATION: Permanent Full Time

JOB SUMMARY:

The LFD Coordinator is an Education support position accountable daily to the Executive Director of Programs and Services. The Coordinator will be responsible for the following: reporting to the Chief and Council on a monthly basis by providing statistical information in regard to students, monthly itinerary, travel itinerary and program development, including new training programs and regular career counseling sessions. The Coordinator will also maintain a positive rapport with the students and other affiliates, ensuring that the employment needs of the Cowessess First Nation are met.

QUALIFICATIONS:

- Must have a Certificate from a recognized institution in Business with Accounting preferred and one (1) year experience in career and employment counseling.
- Must demonstrate and understanding of employment programs, and be familiar with employment/training institutions and professional associations.
- Must have a working knowledge of First Nation Employment issues.
- Must be cordial and of pleasant character and possess the ability to meet and greet the public in a professional manner.
- Must demonstrate excellent communication and writing skills and be very well organized.
- Must possess basic knowledge of computer programs; ie: Microsoft Word, Excel and Power Point.
- Must be punctual and dependable and reliable.
- Must ensure that confidential matters remain confidential.
- Must possess and provide a valid driver's license and dependable transportation.
- Must submit a drug screen test and criminal record check (**Vulnerable Sector Check**) with resume.

Please **FORWARD** resumes with **three (3) written REFERENCES** and **CPIC** to the following:

Human Resource Manager
Cowessess First Nation
P.O. Box 100
Cowessess, Saskatchewan
S0G 5L0

Tel: (306) 696-2520/Fax: (306) 696-2767
Email: human.resource@cowessessfn.com

DEADLINE for resumes shall be **NOT LATER** than **4:30 p.m. July 14, 2017**

Only those selected for an interview will be contacted.