

*****RE-POSTED*****
Employment Opportunity



Employment Coordinator

The Employment Coordinator is responsible for the successful coordination of employment related services including providing job search support, identifying available positions, and providing training and information sessions as other assistance. The Employment Coordinator establishes effective working relationships with community groups, employers, funding agencies and other external contacts.

Education:

- Graduation from High School Grade 12 or equivalency and some post-secondary education in social work, counselling, business, or a related field

Type of Employment:

- 42 hours biweekly – 3 days per week

Experience:

- One to two years counselling, social work, business, or related experience

Skills and Abilities:

- Must have strong administrative, organizational and communication skills
- Knowledge of resume writing, interview skills and job search skills
- Ability to provide employment, career counselling, and education counselling services
- Ability to self-regulate, meet deadlines, have attention to detail
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Report writing

Working Conditions

- Travel between two communities and to other related organizations will be required
- Receives minimal supervision with occasional direction and few checks of the work performed

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must be have a valid Class 5 BC Driver's License
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided

Salary: As per company salary grid: this position is Pay Grade 4 \$15.20 – \$17.11 per hour

Interested applicants may apply by submitting a cover letter outlining their wage expectation, and resume.

ATTENTION: Band Administrator
Stswecem'c Xgat'tem First Nation
General Delivery, Dog Creek, BC
Or Fax: 250-440-5679
Or email: bandadmin@canoecreekband.ca

APPLICATION DEADLINE: Open Until Position is Filled

We thank all those who apply, however, only those selected for an Interview will be contacted