



Pre-Employment Supports Coordinator
Term Position: 1 Year

Through a collaboration between First Nation Social and ISETS Programs, we are seeking a qualified, professional, motivated, and compassionate individual with a desire to support Western Cree Tribal Council Members accessing the WCTC Pre-Employment Supports Program, which is comprised of multiple Pre-Employment training options available for all Western Cree Tribal Council Members.

This position will be under the direct supervision of the Chief Executive Officer and shall maintain a direct working relationship with all applicable Western Cree Tribal Council Directors.

QUALIFICATIONS:

- Post-secondary level education (diploma/degree i.e., Business, Social Work, Arts, etc.)
- Working knowledge of Employment Case Management Practice
- Ability to support Western Cree Tribal Council Pre-Employment Program Participants in a positive, courteous, respectful, and professional manner
- Must have a strong understanding of barriers associated with First Nation employment
- Extensive experience facilitating partnerships with external organizations, industry partners, and the Nations of Western Cree Tribal Council
- Ability to handle changing schedules and priorities, with high level prioritization skills
- Ability to work independently or as part of a team
- Ability to act with discretion and maintain confidentiality
- Must have strong skills in writing, planning, organizing, and time management
- Knowledge of Cree and/or Dene language and culture would be an asset

REQUIREMENTS

- Valid Alberta Class 5 driver's license
- Provide proof of credentials
- Must be able to travel
- Implement and abide by WCTC policy and procedures
- Ability to use internet, email, word and other software programs

WORK LOCATION

- Grande Prairie, Alberta

Interested applicants are to email resumes with:

- Cover letter
- Current (within 6 months) Clear Intervention Record Check
- Current (within 6 months) Clear Criminal Record Check with vulnerable sector

**Western Cree Tribal Council
#104, 9802-97 Avenue
Grande Prairie, Alberta
T8V 7K2**

**Attention: Elaine Goodswimmer, Executive Assistant
executive.assistant@westerncree.ca**

**Application Deadline: OPEN UNTIL FILLED
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

Thank you for your interest, however, only those who are selected for an interview will be contacted.