



## ● EMPLOYMENT OPPORTUNITY ●

The Western Cree Tribal Council is seeking an individual to fill the following position:

### Indigenous Skills and Training Employment (ISET) Program Assistant

Join a team of professional staff serving Western Cree Tribal Council member Nations. This employment opportunity will be situated at the Grande Prairie Sub-office. Under the direction of the ISET Director, this position assists First Nations with the development and implementation of employment and training, operational, expenditure and capacity building plans.

Interested applicants should possess the following skills and qualifications:

- Support planning and coordination of programming and its activities.
- Ensure implementation of client policy and guidelines.
- Maintain budget and track expenditures / transactions.
- Schedule and organize meetings/events and maintain agenda.
- Maintain up-to-date client information and provide reports as requested.
- Network with relevant community agencies, business associations, funding partners and industry partners to implement and promote programming.
- Provide assistance with training initiatives. Duties will be to connect with industry partners to find jobs for the students and provide support to students while in training.
- Assist ISET Director with First Nations Child Care Initiative programs.
- Assist ISET Director with First Nations monitors.
- Ability to work as part of a team. Ability to work with other departments.
- Ability to complete assignments in a timely manner and ensure deadlines are met.
- Working knowledge of Office Suite (Outlook, Word, Excel).
- Administrative support
- Reception duties including – answering phones, taking messages, greeting visitors and other related duties.

#### Requirements:

- Previous experience with ISET an asset
- Minimum completed Grade 12 High School program.
- Proven work experience in administrative roles with strong organizational skills
- Strong interpersonal skills with the ability to work collaboratively in a team environment or individually.
- A proactive approach to problem solving with the capacity to adapt to changing circumstances.

Term position: 3 to 6 months

Salary Range: Salary to commensurate with qualifications and experience.

Closing Date: Open until suitable candidate is selected.

Please email resume along with current Criminal Record Check to: [hr@westerncree.ca](mailto:hr@westerncree.ca)

*We appreciate the interest of all applicants; however, we will contact only those selected for interviews.*