



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting

Job Title: Part-Time Employment & Training Coordinator

Department: Education

Position Type: Term (January 2nd, 2018 - March 31st, 2018)

Hours of work: 21 hours/week (may be working overtime with prior approval as required)

Job Summary:

Under the direction of the MLIB Band Council and the supervision of the Education Supervisor, the Employment and Training Coordinator will promote the efficient operations of the Education Department.

Duties include and are not limited to:

- Maintaining an accurate filing system for Employment/Training;
- Receiving all correspondence from members and organizations referring to Employment/Training;
- Receiving and forwarding applications for Employment/Training to the appropriate personnel;
- Assist all eligible members with an application and/or assistance as needed;
- Maintaining and enforcing the policies of the MLIB and other funding organization.
- Assisting Band members with proper and professional resume writing;
- Keeping a current list of employment opportunities posted for Band members;
- Liaising between the MLIB and other industries to obtain funding;
- Preparing quality reports as determined by the MLIB and monthly reports for the Education Supervisor;
- Liaison with CNC Mackenzie Campus re: Work BC, ASP Dollars, Yinke Dene Council, etc...
- Liaison with PGNAETA, prepare reports, work with ARMS;
- Maintaining a part time, casual labour pool list (database); and
- Perform any other duties as directed by the Education Supervisor.

Requirements

Grade 12 graduation, preferably with some post secondary experience. Extensive experience with office administration and record keeping ability to deal with the public in a confidential manner. Driver's license is a must.

Only those short-listed for an interview will be contacted. No phone calls please. Thank you for applying.

Submit resumes and a cover letter to:

McLeod Lake Indian Band
General Delivery, McLeod Lake BC V0J 2G0
Attention: Jodie Ware, Education Supervisor
Email: jware@mli.ca or Fax: (250) 750-4420
Opening date: November 16, 2017
Closing date: December 1st at 4:00pm