

## Employment Opportunity-Selkirk First Nation

**Position:** Employment and Training Manager (Trainee)  
**Salary:** \$55,801 to \$73,892 per annum (\$30.66 to \$40.60 per hour)  
depending on experience – based on 70 hours bi-weekly  
**Status:** Full-time  
**Closing Date:** August 26, 2020

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### **Job Summary**

Reporting to the Director Citizen Development, the Citizen Development Manager is responsible for administering various programs for training development and creation of employment opportunities for Selkirk First Nation Citizens. The position manages the SFN Employment and Training Program (previously WOP), Indigenous Skills and Employment Training (ISET) program activities and other programs in support of SFN Citizen employment. The position develops proposals for funding, marketing programs and projects, manages program budgets and works with various businesses (including mining industry), agencies, organizations, Federal, Territorial and private sectors to create training and employment opportunities for Selkirk First Nation members.

### **Education & Experience**

- Grade 12 or equivalency combined with successful completion of post-secondary coursework in business/office administration, education administration or other related field
- experience in an office environment, preferably focused on client services, including information and document management, project coordination and financial administration.
- knowledge of Northern Tutchone traditions and heritage

### **Knowledge & Skills**

- knowledge of Northern Tutchone traditions and heritage
- organizational, administrative and time management skills
- well-developed interpersonal skills, including the ability to foster trust and acceptance, to build cooperative working relationships within and outside the organization
- Microsoft Office (Word, Excel, Outlook) and familiarity with database use
- Strong written and oral communication skills

### **Personal Suitability**

- reliable, able to work effectively and respectfully
- ability to foster trust and establish effective working relationships with other agencies and professionals in a variety of related disciplines

***\*\*THIS IS A DEVELOPMENTAL POSITION - Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.***

### **Conditions of Employment**

- Criminal Records Check.
- Willing to work flexible hours and/or overtime, as requested by the supervisor.

**For additional information contact Tara Roberts at**

**[RobertsT@selkirkfn.com](mailto:RobertsT@selkirkfn.com)**

**To submit your resume contact:**

**Dena Zavier at [hrdirector@selkirkfn.com](mailto:hrdirector@selkirkfn.com)**

Please be advised that the primary method of communications with applicants will be by email, and only those who are being considered will be contacted.

**Selkirk First Nation hiring policies will apply.**