

## **Employment Opportunity-Selkirk First Nation**

**Positions:** Christmas Holiday Project Workers

**Status:** Casual full-time

**Closing Date:** ongoing to December 8, 2020

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### **10 Pre – Christmas Workers - \$20 per hour – ASAP to Dec 17, 2020**

- Snow Removal for Elders
- Putting up Lights on Community Buildings
- Sewing, baking, building sanitizing
- Cutting/Splitting Elders Wood
- Snow Removal
- Harvesting Fish at Tatlemun Lake

### **Christmas Holiday Project - December 18 to 31, 2020**

**10 – Program Staff - \$20.00 per hour**

**10 – Students - \$13.71 to \$16.66 per hour (ages 13 to 19)**

Workers will work in collaboration with community agencies and SFN staff to organize and implement healthy and fun filled activities over the Christmas two-week closure.

### **Conditions of Employment**

- Sign the Oath of Intoxicants
- Sign the Oath of Confidentiality
- Reliable and dependable

**For additional information, please contact:  
Mary McGinty, Employment & Training Manager.**

**Please submit applications / resumes to Reception.**

## **Employment Opportunity-Selkirk First Nation**

**Positions:** Christmas Holiday Project Coordinators (2 positions)  
Christmas Holiday Project Supervisors (2 positions)  
**Status:** Casual – full-time - immediately to December 31, 2020  
**Closing Date:** ongoing to December 8, 2020

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**2 – Project coordinators @\$30/hr**

**2 – Supervisors @\$25.00**

The Project Coordinators and Supervisors will administer and organize all types of projects, from simple activities to more complex plans. Their duties include ensuring that assigned projects are completed on time and on budget and meet high quality standards.

- To coordinate and oversee a variety of projects identified
- Coordination of a variety of administrative duties; Budgeting, Planning, Daily attendance records, Daily and end of project reporting
- Monitor all employee daily
- Control schedules and assign tasks
- Follow safety requirements
- Manage inventory and resources
- Conduct conflict resolution if required
- Ability to be a team leader
- Work well as a team
- Strong communication skills
- Effective time management skills

### **Conditions of Employment**

- Must be SFN Citizen with experience as a project supervisor or coordinator
- Unemployed or with low income
- 19 years of age or older
- Standard First Aid certification would be an asset
- Sign the Oath of Intoxicants and Oath of Confidentiality
- Driver's license is required.

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