

JOB OPPORTUNITY

PROJECT COORDINATOR METIS SETTLEMENTS STRATEGIC TRAINING INITIATIVES SOCIETY

Job Functions/Summary:

The position will include, but is not limited to the following:

- The Project Coordinator, *working from the Western Settlements region*, will oversee the Strategic Training initiatives Health Project. The Project Coordinator will also be responsible for monitoring and providing on-going support (on a regular basis) to the clients, prepare various monthly reports required by the funding partners and the STI Central Office, as well as establishing partnerships with agencies, health industry and service providers to ensure the best possible service to the project participants resulting in a successful project.

Qualifications:

- Knowledge of the Métis Settlements and STI;
- Knowledge of the Western Settlements Labour Market – Health Field;
- Related experience in working in the health field and project coordination/management;
- Related University or Post Secondary certification/diploma;
- Excellent verbal, written communication and facilitation skills;
- Strong computer skills and proficiency in Access Database;
- Must be able to work in a fast paced and often stressful environment both independently and as a team player;
- Excellent organizational skills, self-starter and must be able to work within and meet tight timelines;
- Knowledge of the Cree language would be an asset

Wage/Hours of Work:

- Wage will commensurate with related experience and education;
- Hours of work are Monday to Friday from 8:30 a.m. to 4:30 p.m.;
- Temporary, full-time position from April 1, 2010 – March 31, 2011;
- Must have valid drivers license and vehicle / able to travel to the Western Métis Settlements, High Prairie, AB and Edmonton, AB.

Closing Date:

Friday, March 12, 2010 at 4:30 p.m.

Applications:

Please forward resumes along with a cover letter by mail, personal delivery or fax to:

Colette Duh, Interim Director of STI
Métis Settlements Strategic Training Initiatives Society
200, 10335 – 172 Street
Edmonton, AB T5S 1K9
Fax: (780) 822-4099

RESUMES MUST BE SUBMITTED BY MARCH 12, 2010 @ 4:30 PM; INTERVIEWS WILL BE IN EDMONTON, ALBERTA, FOR THE SHORT-LISTED APPLICANTS.