



THE OFFICE OF BIGSTONE CREE NATION CHILD AND FAMILY SERVICES
P.O. Box 780, Wabasca, AB T0G 2K0
Phone Number: (780) 891-2225
Fax Number: (780) 891-2655

Project Administrator

Bigstone Cree Nation Child & Family Services is seeking an experienced individual to fill a **Project Administrator contract with Child & Family Services (CFS)** during the Needs Assessment phase of the program capital infrastructure development. This is a rewarding and challenging role that requires the following duties, responsibilities and qualifications.

DUTIES/RESPONSIBILITIES

- Data collection and coordination of all project materials, and distribution as needed among project team members (ie. communications, reports, meeting minutes, etc.)
- Interdepartmental communication and coordination within Bigstone and with external project team members
- Coordination of meetings with multiple stakeholders, and booking of meeting spaces inside or outside of community accordingly.
- Participate in Project Management Team (PMT) meetings as CFS Admin support
- Track budget expenditures and maintain record of all project invoicing and payments
- Other similar or related duties as assigned

QUALIFICATIONS

- Certificate in Office Administration and/or Records Management or Project Management preferred
- 1-2 years of experience in an office setting
- Must possess strong computer skills
- Must possess strong communication skills - oral, written, and in email
- Strong interpersonal and organizational skills
- Good knowledge of file and data management systems
- Knowledge of Bigstone Cree Nation community, operations, and leadership
- Reliable and able to work independently
- Must have reliable transportation and a valid drivers licence
- Available to work on weekends is an asset
- Ability to manage small budgets is an asset.

CONTRACT TERM AND RATE OF PAY

- Rate of pay is \$30.00 per hour.
- Maximum contract value is \$15,000 (= 500 hrs. @ \$30/hr. = approx. 3 months).
- Contract expires once Needs Assessment activities are deemed completed. A minimum of 2 weeks notice will be provided.
- Travel costs associated with work are paid by CFS program from a budget set-aside.

Please send your Resume and availability

Bigstone Cree Nation Child & Family Services
Box 780
Wabasca, Alberta T0G 2K0
or EMAIL: cfs@bigstone.ca

CLOSING DATE: February 20, 2023

Incomplete applications will not be considered

Thank you for your interest, however, only those who are selected for an interview will be contacted.