



## **(EXTENSION)**

### **BIGSTONE CREE NATION CHILD WELL BEING COORDINATOR ASSISTANT**

**\*TEMPORARY ONE YEAR POSITION WITH A POSSIBILITY OF AN EXTENSION\***

The Board of Governors of Bigstone Cree Nation Child & Family Services requires a Child Well Being Assistant to assist the Child Well Being Coordinator with the Legislation Team and Advisory Committee with research and coordination tasks relating to legislative changes proposed in Bill C-92. This challenging, rewarding opportunity requires an individual with well-developed interpersonal skills, time management skills, and a strong character.

#### **RESPONSIBILITIES:**

- Work closely assisting the Child Well Being Coordinator along with the Advisory Committee, and members from each community in moving forward with development of the Child Well-Being Law.
- Offer administrative support to the Child Well Being Coordinator;
- Provide and perform tasks under direction of the Child Well Being Coordinator;
- Carry out data entry operations and recorded details of project progress;
- Verify project documents for accuracy, completeness and compliance;
- Establish professional relations with all internal and external associates;
- Organize meetings, gatherings, workshops, and committee meetings;
- Take minutes of meetings and submit copies to all members;
- Maintain files
- Other related duties assigned by the Child Well Being Coordinator.

#### **SKILLS AND ABILITIES:**

- Strong communication and written skills;
- Strong social skills that will help initiate amiable relations with team members;
- Effective organization skills that will help perform tasks thoroughly and on time;
- Ability to handle responsibilities independently;
- Strong motivation skills;
- Excellent organization skills;
- Ability to multi-task and prioritize projects;
- Ability to speak and understand the Cree language is an asset.

#### **REQUIREMENTS:**

- Office Administration Diploma or Business Administration Certificate or an equivalent of education and experience may be considered.
- Proficiency in Database Management, MS Word, Outlook, Excel, Power Point, Publisher, Team Meetings and Video Conferencing;
- Ability to travel.