



Bigstone Cree Nation Education Authority Employment Opportunity



Summer Student Coordinator

Bigstone Cree Nation Education Authority (BCNEA) is seeking a highly motivated individual who is a team player with excellent analytical, problem-solving, decision-making, communication and public relations skills, and finance/budgeting experience to fill the temporary position of Summer Student Coordinator for Wabasca.

Responsibilities:

- Oversee all job placements in Wabasca, Chipewyan Lake and Calling Lake
- Oversee all Supervisors
- Find job placements for students, network with BCN dept. and community
- Prepare and complete detailed written reports on computer, within given time lines
- Do weekly reports to the Chief of Operations
- Correspond with Indian & Northern Affairs Canada
- Weekly invoicing and receipts distribution and filing
- Travel as necessary
- Assignments as required, etc.

Eligibility:

You must be a **Bigstone Cree Nation member** and meet **ALL** of the following criteria:

- Applicants must provide acceptance letter from Institution / College or proof that you will return to your studies in the Fall 2024
- All applicants must be between the age of 18-30 years
- Must possess a valid class 5 driver's license and reliable transportation.
- Good communication skills, both written and oral
- Professional - Good organizational skills
- Knowledgeable in the English and Cree language
- Aware of the community set up (reserves, businesses & services)
- Able to work with minimal supervision
- Must be flexible and motivated to be a leader to supervisor and students
- Post Secondary student with experience in project coordination.
- Ability to organize and set priorities, work independently or with a team.
- Excellent computer skills in computer software for budget and reporting requirements.

How to Apply

1. Submit a cover letter, resume, driver's abstract, and Child Intervention check.
2. You will be required to provide proof of registration/acceptance letter to a post-secondary institution.
3. After the interview process and conditional hiring you will need to provide a clean current criminal record check

Closing Date: Friday, May 10, 2024

Please submit cover letter, resume, supporting documents and references in confidence to:

Human Resources

Email: human.resources@bigstoneeducation.ca

Mail: P.O. Box 870, Wabasca, Alberta, T0G 2K0

Fax: 780-891-2178

Or drop off in person at: Suite #8 - 911 Mistassiniy Road S

Thank you in advance to all who submitted an application. Only those selected for an interview will be contacted.