



Swan Lake First Nation

P.O. Box 368

Swan Lake, Manitoba R0G2S0

Ph. (204) 836-2101 Fax (204) 836-2255

EMPLOYMENT OPPORTUNITY

Comprehensive Community Planning Assistant

Position Summary:

The project initiative is to develop a Comprehensive Community Plan for Swan Lake First Nation. The plan will cover all aspects of health, social issues, culture, education, lands and resources, and economic development and will guide Band initiatives to *achieve a positive and sustainable future for Swan Lake First Nation*.

The plan is to be community driven and therefore, community participation is at the core of this project.

The CCP Assistant will work with the Comprehensive Community Planner to assist in the everyday activities of developing this project. Phase 1 will consist mainly of gathering previous planning materials from the various entities within Swan Lake First Nation and planning for the future CCP process.

Training will be a major part of this position.

This position will work under the direction of Band Administration and with the Community LED Planning for Governance Team by performing duties as approved by Swan Lake First Nation Band Council.

Location:	Swan Lake First Nation, Manitoba
Status:	Temporary Part time – As needed. Minimum of one day per week
Reporting to:	Coordinator
Wage:	\$15:00/hr

KNOWLEDGE

- Knowledge of Swan Lake First Nation community
- Microsoft Office, and Internet applications.

SKILLS

- Openness to learning
- Effective oral and written communication skills
- Excellent interpersonal skills
- Problem-solving skills
- Creative thinking
- Well organized and being able to multi-task

Duties

- Records minutes for some meetings
- Gathers information and documents

- Assists in circulating information and answering questions about the CCP through various means
- Shares community members' feedback on the CCP with the Comprehensive Community Planner
- Assists in encouraging community members to participate in the CCP process
- Various office duties, printing, copying etc.
- Performs other tasks as assigned by the Comprehensive Community Planner and Planning Team

Access to reliable transportation will be occasionally required.

For more information contact: Susan Maxson
Deadline for submissions: Sept 4, 2020

Submit a cover letter and resume to: Susan Maxson, Coordinator
Email. Coordinatorslfn@outlook.com

*A driver's licence, Criminal Record Check, child Abuse Registry Check and Vulnerable Sector will be asked for. We thank all applicants for applying and advise that only candidates selected for an interview will be contacted.

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