



REPOSTED EMPLOYMENT & ECONOMIC SUPPORT

This position supports Thessalon First Nation in providing quality services to its community members and primarily will support the Employment & Economic department. This Office provides client services by completing an intake/eligibility process and offering employment and training solutions through the program and/or referrals as well as implementing economic development projects.

Duties and Responsibilities:

- To update client files and ensure client files are complete and organized;
- To assist in maintaining the ARMS database/statistics through data entry of client files;
- To respond to incoming enquiries;
- To assist in providing direct services to clients;
- To assist in facilitating workshops and/or information sessions;
- To assist in taking minutes and follow-up with action items;
- To assist in drafting policies and procedures;
- To assist in economic development priorities and activities;
- To liaison with the community and colleagues;
- Other duties as assigned.

Qualifications:

- Must be between 19 to 30 years old at the start of employment;
- Must have a Grade 12 or equivalent;
- Preference given to TFN band member;
- Willing to work in a team environment and independently;
- Ability to work constructively;
- Must have interpersonal and positive communication skills;
- Must be responsible and accountable;
- Must be professional and have a strong work ethic;
- Must be computer literate and have data entry skills;
- Must be willing to learn and be trained;
- Must use confidentiality and discretion;
- Will be required to travel;
- Must have a valid driver's license and adequate auto insurance.

Provide cover letter and resume to:

Mary Jane Wardell, Band Manager
Thessalon First Nation
40 Sugarbush Road, Thessalon, ON P0R 1L0

Fax: (705) 842-2332
E-mail: mjwardell.tfn@vianet.ca

**PLEASE SUBMIT RESUMES BY JULY 6, 2017 12:00 P.M.
NO LATE APPLICANTS WILL BE ACCEPTED
ONLY SUCCESSFUL APPLICANTS WILL BE CONTACTED**

EXPECTED START DATE IS JULY 17, 2017
THIS IS A MAXIMUM 26 WEEK CONTRACT POSITION BASED ON FUNDING