



MoCreebec Eeyoud

EMPLOYMENT OPPORTUNITY

POSITION: PROGRAM COORDINATOR

SUMMARY:

Under the supervision of the MoCreebec Eeyoud Youth Council and the Chief Economic Development Officer, the program coordinator will implement programs for youth in the community. The program coordinator will be responsible for ensuring that programs run in a safe and efficient manner. The program coordinator will order supplies or equipment as needed for activities. He/She will also be responsible for ensuring that attendance at every event/activity is recorded to be used later for statistical purposes. The program coordinator will ensure adequate marketing of programming through use of social media and other forms of marketing.

EDUCATION:

Ontario Secondary School diploma or equivalent
Post-secondary education in recreation, social work or related field considered an asset

QUALIFICATIONS:

Experience in working with youth is considered an asset
Experience in using Microsoft office applications (Word, Excel, PowerPoint, Publisher, Outlook)
Must be able to work flexible hours, including evening and weekends
Must be dependable
Excellent verbal, presentation and listening skills
Basic accounting skills
Time management skills
Ability to engage in conflict resolution or crisis management at times
Ability to work with minimal supervision
Must be physically fit
Ability to communicate in "Y" dialect Cree is an asset

TERM OF CONTRACT: April 30, 2018 as per funding agreement, 3-month probationary period.

SALARY: \$23/Hour + 4% Vacation pay as per funding agreement

HOURS OF WORK: 25 Hours per week

Please apply in writing, providing two recent work references by Wed, July 5, 2017 at 4:00pm to:

Rose Blackned
rose.blackned@mocreebec.com
Fax: 705-658-4487
MoCreebec Eeyoud Council
PO Box 4, Moose Factory, ON, P0L 1W0

Contact Rose Blackned to request a copy of the full job description.
Vulnerable Sector Screening will be required.

This position is sponsored by the Ontario Trillium Foundation.



MOCREEBEC EYYOU COUNCIL • CREE NATION • EYYOU ISTCHEE

MoCreebec has come a long way since the association was established back in 1980. MoCreebec offers a variety of programs and services designed to serve the MoCreebec community, in areas such as health, housing, employment, education, and communication.