



POSITION: Tsideldel First Nation Summer Students Coordinator

REPORTS TO: Education Coordinator

DATE: May 1, 2024

At Tsideldel we take pride in continuous support to our Youth in finding meaningful work experience. The driving force behind our community's growth is a skilled and dedicated project coordinator. We're searching for a highly motivated project coordinator to help us maintain positive support and supervision of our Youth. The ideal candidate will have excellent experience and strong skills in work-plan development and student scheduling. The project coordinator will also prepare and present updates regularly to the Supervisor.

Objectives of this role:

- Liaise with managers and as to the scopes of the students, duties, and responsibilities.
- Coordinate the student schedules and provide supervision.
- Assign roles and tasks to team members based on their individual strengths and abilities.
- Set up an interview panel and provide orientation to the youth.
- Orientate the youth on the employment standard of Tsideldel First Nation.
- Ensure that the timesheet is completed accurately.

Responsibilities:

- Ensure that all aspects of a project are organized and in conformance with timeline and deliverables requirement.
- Report project risks and outcomes to appropriate management channels, and ensure appropriate duties are provided to the youth.
- Serve as point of communication between other employees and management.
- Provide a written incident report when necessary.
- Write a final report for the Tsideldel First Nation Supervisor.
- Arrange for transportation to and from the workplace when required.
- Arrange for access to communicate from isolated work areas.
-

Required skills and qualifications:

- Some experience in supervision/managing people.
- Strong communication skills.
- Computer literate.
- Completed Grade 12.
- Has class 5 driver's licenses.
- Has access to a vehicle.

Deadline: May 31 , 2024

Resumes can be emailed or faxed to Dora Grinder education@tsideldel.org