



EMPLOYMENT OPPORTUNITY

Summer Youth Employment Coordinator

JOB OVERVIEW:

Fort McMurray #468 First Nation is seeking a motivated individual passionate about working with the youth and who works well in a team environment to fill the full-time temporary position of Summer Youth Employment Coordinator, reporting directly to the HR Manager. Working collaboratively with department managers across all divisions. The Summer Youth Employment Coordinator will be responsible for coordinating the delivery of the following key areas:

- the introduction of career development;
- life-skills training and
- Administer the employment program for the youth aged 14 to 18.

This is a temporary full-time position commencing June 13, 2022, and ending on or before August 26, 2022.

RESPONSIBILITIES:

- Coordinate the provision of students with orientation and safety training and work experience through all entities and divisions
- Oversee the provision of work experience for approximately 16+ students
- Monitor, track, and complete all necessary paperwork relating to activities/workshops for high school credit purposes
- Coordinate summer student projects, implement employment & life skills training
- Complete report writing and prepare budgets and submit financial reports
- Facilitate team meetings, training and personal development as well as individual development
- Act as a point of contact for management and youth
- Perform other related duties as assigned

REQUIREMENTS:

- Completed or currently enrolled in Post-Secondary Education, preferably Youth Programs or Social Work
- A combination of education and experience in working with youth will be considered an asset
- Must be able to supply clear Criminal record check
- Valid Class 5 Driver License and be able to transport students with a company vehicle
- Preference will be given to an applicant of Aboriginal decent
- Experience in a First Nations community is a definite asset

Safety guides us in everything we do. As such, all employees working on Fort McMurray 468 First Nation lands are required to be fully vaccinated against COVID-19. An exemption due to medical condition(s) and other applicable human rights grounds may be provided on request. Contact our HR Team for exemption request process.

HOW TO APPLY:

Please email your resume to HR@fmfnngroup.com. FMFN#468 would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted.