

# OPPORTUNITIES

The following positions are available within  
Ermineskin Cree Nation  
Updated: **JANUARY 12, 2022**

## **Position(s) with Department and Closing Date: Description, Requirements and Qualifications:**

### **Chartered Accountant with the Ermineskin Finance Department**

#### **CLOSING: Until Suitable Candidate Found**

Under the direction of the Tribal Administrator, the Chartered Accountant is responsible to ensure the integrity of the Tribe's financial information, by performing all necessary functions as stipulated in the job duties. The Chartered Accountant is responsible for conducting the Tribe's financial business and performing the duties in a manner as provided by the Good and Proper Management of the Affairs of the Ermineskin Tribe, Custom Law, other Tribal Custom Laws, and Policies and Procedures. The Chartered Accountant will be required to report to Chief and Council and must work closely with the Finance Portfolio holder and the Finance Controller

#### **Job Duties:**

1. Ensure all banking needs of the Ermineskin Cree Nation are met (i.e. loans, Capital expenditures, etc.).
2. Shall ensure that sufficient funds are on deposit to meet requirements of approved current budget.
3. Shall ensure by arranging term deposits that a preferred rate of interest is paid on monies not immediately required to meet Tribal obligations and shall adhere to the Canada Trust Act for investment of funds.
4. Monitor Ermineskin Cree Nation and non-centralized departments term deposits.
5. Shall immediately address any general account bank overdrafts with Chief & Council.
6. Meet with Chief, Council and Finance Controller on a quarterly basis to review the Tribal Departments financial statements.
7. Ensure a list of inventory is completed at the end of each fiscal year by the departments.
8. Assist in the audit preparation and compile and prepare the audit working papers prior to the commencement of the audit.
9. Shall coordinate meetings for access to auditors and other persons authorized by Chief & Council to examine the books and accounts with respect to all monies of Ermineskin Cree Nation including the centralized and non-centralized departments/programs.
10. Ensure the Auditor is a recognized Public Accountant in good standing with a professional organization.
11. Shall ensure that recommendations made by the auditors are acted upon immediately following acceptance of the audit.
12. Ensure semi-annual training seminars to the Executive staff.
13. Be present at all budget readings.
14. Shall work in collaboration with ECN Directors and Managers to prepare ECN annual operating budgets.
15. Perform an annual review of the Good and Proper Management of the Affairs of the Ermineskin Tribe Custom Law and amend as required.
16. Forecast the annual revenues for the Tribe to assist in budget process.
17. Coordinate the Finance Committee meetings along with Finance Controller.
18. Inform Chief & Council on business matters affecting the Tribes' finances prior to budget readings as necessary per the forecast prepared.
19. Ensure that centralized departments receive their monthly Income Statements.
20. Supervise Senior Accounts/Accountant to ensure that Generally Accepted Accounting Principles are adhered to.
21. Assist the Senior Accounts/Accountant to resolve issues/problems as requested.
22. Work closely with Chief, Council, and Departments to deal with INAC on funding negotiations for the Tribe as requested.
23. Work with Chief & Council to negotiate interest on Trust monies held by the Government of Canada.
24. Work with Chief & Council to withdraw Capital and Revenue Interest Earned Trust Monies according to Government procedures.
25. Work with Chief & Council on external issues such as ETEL, Indian Monies, investments, financial impacts by reviewing, evaluating and making recommendations etc.
26. Ensure external revenue received is transferred to the appropriate departments.

27. Orientate new Directors/Managers on financial policies and procedures.
28. Assess, monitor, and review non-centralized financial statements on a monthly basis.
29. Develop finance policies that ensures financial management policies and procedures are maintained to the department's standards.
30. Review and negotiate funding with INAC representative on contributions available to the Nation as per Funding Agreement.
31. Coordinate meetings for Chief & Council on INAC funding related matters and address issues stemming from the Funding Agreement and any correspondence relating to the Funding Agreement.
32. Analyze the annual funding agreements, methods, systems and procedures including text, policy changes to any new agreements and forward recommendations to Chief & Council.
33. Prepare final reporting to INAC on all INAC funding related to other ECN departments.

**The ideal candidate should possess:**

1. A University degree in a related discipline combination with a CMA designation
2. Minimum ten (10) years' experience in a business accounting environment. Preference to be given to First Nations environment;
3. Supervisory experience including evaluating staff performance, training staff, and performance management
4. Ability to prepare and assess financial statements, financial business plans and loan proposals
5. Strong negotiation skills
6. Strong communication skills
7. Strong work ethics
8. Strong leadership qualities and positive team relationship
9. Knowledge of financial systems such as Microsoft Office (Word, Excel, Access) Sage 300
10. Proficiency in developing and using financial models and spreadsheets
11. Ability to meet deadlines
12. Must be free to travel and possess a valid driver's license

**Please Submit Application/Resume, copies of certificates and updated Criminal Record Check.**

**Arena Operator Supervisor with the Ermineskin Arena, Parks and Recreation department**

**CLOSING: January 13, 2022**

Under the direction of the Arena, Parks and Recreation Manager, the Arena Operator Supervisor is responsible for the arena operations and building maintenance which will include a wide range of facility based operational activities and maintenance.

**Reporting Structure:** The Arena Operator Supervisor will report directly to the Arena, Parks and Recreation Manager.

**Job Duties:**

1. Responsible for facility maintenance schedules and performing minor maintenance tasks.
2. Responsible for ice management and plant operations (i.e. build, resurface, remove ice, and monitor plant operations).
3. Plan, prioritize, organize and conduct daily arena activities (i.e. ice rentals, summer events and programs) and house-keeping to ensure arena is clean and safe at all times.
4. Assist with staff supervision and assist staff with the daily custodial duties and sanitation.
5. Work with contractors as it relates to building maintenance.
6. Responsible to ensure proper operations of equipment and maintenance (Zamboni, edger, grass trimmer, etc).
7. Ensure all necessary maintenance logs are completed, filed, and entered into the computer.
8. Handle facility emergencies, operational issues, and user incidents.
9. Provide ongoing security presence, be present throughout the facility and be the primary contact for the arena users/public.
10. Provide weekly reports to the Arena Parks and Recreation Manager.
11. Provide quality customer service.
12. Implement Arena Operating Policy and ensure staff compliance to operation procedures and applicable policies to arena operations (personnel policy, Alberta Boilers Safety Association, work site health and safety, etc.).
13. Responsible for keeping record, monitor and control of inventory (includes arena inventory and weekly custodial supply).
14. Promote safe working practices and conduct on-site safety inspections periodically.
15. Perform office duties such as filing, answering telephone, computer data entry, emailing, monitoring security cameras, and office equipment maintenance (office supplies, replace printer ink cartridges, etc).

16. Maintain effective, professional, courteous and respectful communications with Manager, staff, contractors, and general public at all times.
17. Attend and participate in meetings when requested.
18. Other related duties as required.

**Requirements:**

- Demonstrative experience in arena operations with experience operating equipment (plant, Zamboni, and edger) and/or Recreation Facility Personnel certification training (arena operator level 1 & 2, arena maintenance zamboni, building maintenance level 1 & 2, and custodial care).
- Grade 12 or equivalent.
- Minimum of three (3) years of supervisory experience.
- Criminal record check with vulnerable sector check.
- Valid class 5 drivers' license and a clean driver's abstract
- Current Standard First Aid, CPR level C, TDG, and WHMIS certification.
- Basic building trade skills related to facility maintenance.
- Competent computer skills.
- Must have own transportation.
- Able to work shifts, evenings and weekends.
- Demonstrated ability to plan, prioritize and multitask.
- Ability to be creative and adapt to change.
- Ability to safely perform physical labour as part of the job duties and stand/walk for extended periods of time under various weather and environment conditions.
- Ability to understand verbal and written instructions, and communicate in a professional manner with manager, staff, and the public.
- Strong customer service and interpersonal skills.
- Knowledge of safety precautions and hazards.
- Mandatory drug and alcohol testing.
- Knowledge of Arena and recreation trends.

**Please submit your complete application/resume, updated criminal record check, Vulnerable Sector Check and copies of Certificates.**

**Executive Assistant with the Ermineskin Arena, Parks and Recreation department**

**CLOSING: January 13, 2022**

Under the direction of the Arena, Parks and Recreation Manager, the Executive Assistant will provide overall administrative support to management and staff for the Arena, Parks, and Recreation department. The Executive Assistant will perform day-to-day general office tasks and assist with special projects within the department.

**Reporting Structure:** The Executive Assistant will report directly to the Arena, Parks and Recreation Manager.

**Job Duties**

1. Provide administrative support to the Manager, Arena Operator Supervisor, and staff within the department.
2. Responsible for file management mail, including scanning and faxing tasks.
3. Answer telephone and relay telephone calls and messages.
4. Greet people and direct them to contacts and service areas.
5. Responsible for computer data entry and maintaining department databases (i.e. sponsorships, programs, inventory, plans, etc.).
6. Maintain office supplies and office equipment such as printers, punch clocks, etc.
7. Assist with preparing documents, reports, presentations, and correspondence.
8. Assist with maintaining schedules for programs (evening, weekends, minor hockey, etc).
9. Assist Manager, Programmer, and Arena Operator Supervisor with billing and receivables for programs (ie. minor hockey).
10. Assist with preparing vouchers and time summaries.
11. Assist Manager with human resources as it pertains to leaves and disseminating personnel policy information.
12. Liaison functions with ECN citizens and the public are all central to this role.
13. Arrange meetings when requested and record meeting minutes.
14. Assist Programmer with communication and advertising for program promotions.
15. Assist Programmer with programs and youth sponsorship requests when requested.
16. Be resourceful as it relates to government subsidiaries for youth.
17. Provide assistance to Manager and Arena Operator Supervisor with facility bookings.
18. Assist Manager with grant proposal submissions.

19. Perform other related duties as assigned by the Manager.

**Requirements**

- Minimum of 3-5 years of demonstrative administrative experience.
- Diploma in office administration or related field.
- Strong computer skills including typing and Microsoft office knowledge.
- Excellent written communication skills.
- Ability to work under pressure, handle multiple priorities, and timelines.
- Strong work ethic and a professional demeanor.
- Possess a high degree of organization and attention to detail.
- Mandatory drug and alcohol testing.
- Criminal record check including vulnerable sector check.
- Class 5 drivers' license and a clean Drivers Abstract.
- Interest or background in recreation and sports.
- Able to work shifts, evenings and weekends.
- Must acquire a current standard first aid and CPR certification.
- Must have own transportation.
- Ability to work in and promote a team approach work environment.
- Knowledge of recreation trends.
- Ability to be creative and adapt to change.
- Understand the Cree language.

**Please submit your complete application/resume, updated criminal record check, Vulnerable Sector Check and copies of Certificates.**

**Programmer with the Ermineskin Arena, Parks and Recreation department  
CLOSING: January 13, 2022**

Under the direction of the Arena, Parks and Recreation Manager, the Programmer is responsible for planning, organizing, and implementing recreation and leisure programs for ECN youth and adults. The Programmer will work with staff, available recreation-arena facilities and resources in the department to implement programs.

**Reporting Structure:** The Programmer will report directly to the Arena, Parks and Recreation Manager.

**Job Duties**

1. Responsible for program development, program schedules, program registration, and program marketing.
2. Responsible for developing program aide driver schedules as it relates to program delivery and service.
3. Oversee weight room operations and schedule.
4. Responsible for implementing and overseeing recreation programs, services, activities, and special events.
5. Monitor program budget (includes assessing time/length, and logistics).
6. Assist executive assistant with developing monthly program calendars, newsletter, and website/media monthly submissions.
7. Implement recreation policies and procedures.
  
8. Recruit and develop schedules for program instructors/facilitators.
9. Make recommendations for program improvement which includes program research, development and evaluation.
10. Ensure recreation equipment are maintained and stored in a safe, clean, efficient manner. Report and document unsafe and faulty equipment to Manager.
11. Lead in the planning and delivery of the summer youth camp programs.
12. Coordinate/chair program meetings with APR staff and affiliates.
13. Attend meetings as requested by the Manager.
14. Maintain partnerships with ECN departments and external agencies as it relates to youth.
15. Ensure participant expectations are met through program feedback survey.
16. Collaborate with Executive assistant with youth sponsorship requests and processing.
17. Assist Manager and Executive Assistant with grant proposal submissions.
18. Perform other related duties as assigned by Manager.

**Requirements**

- Two (2) year recreation diploma or equivalent.
- Canadian Parks and Recreation Association professional development certificate is an asset.
- 3-5 years of experience in recreation programming or community based programming.
- A member of the Alberta Recreation Parks Association is an asset.

- Mandatory drug and alcohol testing.
- Criminal record check including the vulnerable sector check.
- Class 5 drivers' license and a clean Drivers Abstract. Class 4 drivers' license is preferable.
- Strong computer skills and experience with MS programs.
- Coaching or leadership training and experience is an asset.
- Effective verbal and written communication skills including the ability to prepare reports.
- Interest or background in recreation and sports.
- Able to work shifts, evenings and weekends.
- Possess standard first aid and CPR certification.
- Must have own transportation.
- Knowledge of recreation trend

**Please submit your complete application/resume, updated criminal record check, Vulnerable Sector Check and copies of Certificates.**

**Director with the Ermineskin Personnel department \*\*Two (2) Contract\*\***

**CLOSING: January 13, 2022**

The Director is responsible for the overall planning and implementation of personnel (human resources) functions by coordinating and administering programs that relate to all phases of personnel including employee relations, compensation, recruitment and employment, training and development, and internal employment policy development. Promote effective and efficient utilization of personnel by training and development initiatives for the organization such as In-house, short and long term. Ensure consistent compliance of Ermineskin Personnel Policy and procedures by all departments. Keep updated and knowledgeable of external policies, laws, government initiatives and programs, legislation, and issues that affect Ermineskin Cree Nation. To research and access grants to supplement tribal budget in the area of capacity development and training needs specific to employees of the organization. This individual is responsible to work with management in the pursuit of raising the standard of work ethics, work skills and promoting a high performance organization.

**Reports to:** the Tribal Administrator.

**Oversee Departments:** Office Management, Neyaskweyahk Employment Program (NEP), Summer Student Program and Mentored Youth Work Experience Program.

**DUTIES: MANAGEMENT**

- Develop an annual budget based on annual plan and priorities of the tribe in terms of training, compensation, and staffing.
- Monitors expenditures ensuring that spending is based on annual plans and activities of the Personnel department.
- Take corrective action on any discrepancies arising from the monthly budget reports.
- Attends the following meetings – Directors and Managers monthly meetings; Chief and Council meetings as requested; and any other meetings as assigned.
- Prepares quarterly reports to Administrator and Chief and Council and general meetings as assigned.
- Conducts monthly meetings with staff and departments under Personnel Division.
- Attend workshops, conferences, seminars, and relevant training programs to enhance skill and knowledge for the position.

**PERSONNEL POLICIES:**

- Advises Chief and Council, Administration, Directors and Managers, and employees, as to the proper interpretation of various policies and procedures; and relevant labor laws.
- Organizes an annual review of the personnel policies and procedures. To work closely with Tribal Administrator, and Strategic Planning Manager in the process.
- Informs and orientates employees of personnel policies, and programs through various means of communication such as employee handbooks, informational employee meetings, newsletter, employee bulletins, etc.
- Provide training on internal and external employee policies and laws to all personnel and to enhance the knowledge of management in labor law through workshops, information sessions.
- Research and develop a plan of action in the implementation of the Drug and Alcohol policy.

**EMPLOYEE RELATIONS**

- Recommends the best course of action in handling employee problems and concerns to appropriate management and employees based on policies and labor law.
- Counsels employees on matters relating to their employment ensuring the advice is to the best interest of the employee and based on qualified knowledge of labor laws.
- Determines and recommends employee relations practices to work towards promoting a high level of employee morale and motivation.
- Research and develop succession plan and employee retention plan.
- Represents the organization as a liaison on matters relating to personnel employment policies and laws, and related matters with outside agencies, representatives, etc.

- Establish and maintain a professional working relationship with Maskwacis Personnel departments.

### **TRAINING DEVELOPMENT, COMPENSATION, AND BENEFITS**

Plans and organizes employee and management training programs designed to improve or enhance work skills, develop employee capabilities, and improve work standards of the organization.

Administer an Employment Center which involves the following:

- Accept submissions of employment opportunities from internal and external agencies.
- Ensuring posting of all available employment opportunities is advertised so members who do not reside locally as well as off-reserve are informed.
- Recruitment, reference checks, and screening of applicants.
- Preparation of the interview process.

Responsible to ensure that a 'New Employee Orientation' is performed the package must include:

- Brief Ermineskin Tribal History.
- Ermineskin Cree Nation Organization structure.
- ECN Strategic Plan.
- Review employee benefits, Insurance, pension, group benefits, and applicable policies.
- Job Description
- Application of Oath of Confidentiality form with new employee.
- Employee information form for payroll and employee record.

### **RECRUITMENT AND EMPLOYMENT**

- Leads the application of standard recruiting and hiring according to criteria and selection procedures.
- Chairs the interviews for Director Positions and obtains Chief and Council approval for the successful candidate.
- Develops and conducts an on-going employee exit interview program to determine the cause of separation and compile a report.
- Develops comprehensive recommendations based on the exit interview report for necessary changes to address employee turnover and stabilize employee exits from organization. (Employees stay with organization).
- Assesses employee complaints and appeals, and performs follow-up according to procedures as set out in the Ermineskin Personnel Policy.
- Leads and implements a performance measurement program with Directors and Managers that aid in an improved standard of performance and productivity of all employees.
- Develop a performance measurement tool that applies to the different levels of management positions and occupations.

### **Qualifications:**

- Bachelor degree preferably in Administration, Management, Human Resources. A degree relevant in Human Resources is preferred.
- Minimum seven (7) years progressive experience in management is essential and five (5) years' experience working in the human resources field is preferred.
- Possess financial budgeting experience.
- Must understand and speak the Cree Language.
- Demonstrated ability as a successful partner on the executive management team that provides company leadership and direction.
- Must possess knowledge of Labor Law, Legislation, external policies in employment standards.

**Please Submit Application/Resume, copies of Certificates and updated Criminal Record Check.**

## **Six (6) Month Contract Policy Analyst with the Ermineskin Administration Department**

**CLOSING: January 13, 2022**

The Policy Analyst will be responsible for the research and analysis of information as it relates to the policy evaluation, amendment and development. The incumbent is responsible for consulting with key stakeholders, government officials, internal staff and technical experts. They will oversee the development of options in terms of policy projects. This includes the preparation and providing a comprehensive list of recommendations on a wide range of policy projects, to support the organizations overall plans and objectives. Further, the responsibility is to work closely with program directors and managers to review and revise existing policies; to provide a comprehensive detail on new policy and recommendations.

### **CORE COMPETENCIES:**

- Strategic Thinker
- Time Management
- Creative and Innovative Thinking

- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Research and Evaluation
- Decision making
- Computer skills
- Writing Comprehensive Evaluative Report
- Provide consultation
- Ethics and Integrity
- Planning and Organizing
- Communication
- Conflict Resolution
- Team Work

**JOB DUTIES:**

- Assists with the development of a policy framework for an effective and successful delivery of policies within an integrated system of programs and services;
- Identifies policy issues, conducts research, consultation and analysis
- Prepares options and recommendations
- Receives approval from the appropriate levels and implements approved options;
- Coordinates work with technical experts and provides research and analysis for guidelines that support policies;
- Writes decision documents for approval;
- Prepares and coordinates briefing material, reports, speaking notes and correspondence on current issues;
- Responsible for developing work plan that highlights scope of work, conducting analysis and evaluation and to make a comprehensive summary of finds that will highlight recommendations for consideration;
- Interprets, applies, updates and provides advice on existing policies and guidelines for staff, executive and leadership;
- Prepare policy directions and strategies to implement in response to these initiatives;
- Work with the Administrator, Directors and Managers to review and revise current policies that best meet the needs of Ermineskin Cree Nation citizens and supports successful program delivery;
- Work as part of a team to assess and address issues of common interest for Ermineskin Cree Nation
- Performs other duties as required.

**REQUIREMENTS:**

- A university Degree in Economics or Business Management/Administration
- Minimum of ten (10) years of experience in policy analysis
- Detailed knowledge of First Nations economics, business and policies
- Excellent verbal and written communication skills for preparing and presenting information
- High level of capability in the areas of analytical, research and problem solving skills
- High degree of professionalism for representing the organization at meetings of government officials, affiliated organizations, and the public
- Ability to work collaboratively with internal staff and affiliated organizations
- Strong organizational, project, and program management skills and the ability to work on a wide range of issues simultaneously
- Competency in computer applications including word processing, spreadsheets, and presentations
- Willingness to work on teams and good conflict resolution skills
- Can work independently and in a team environment
- Effective attention to detail and high degree of accuracy
- High level of integrity, confidentiality and accountability

**Please Submit Application/Resume and updated Criminal Record Check.**

**Senior Services Liaison with the Ermineskin Elders Centre Department**

**CLOSING: January 13, 2022**

Under the direction of the Ermineskin Elders Center Manager, the primary component of this position is to plan and coordinate services and activities relevant to the well-being of the Elders/Seniors (including disabled persons) of the Ermineskin Cree Nation (ECN). The incumbent will also work as a liaison with off-reserve public, private continuing care facilities, and Maskwacîs Health Services.

**Duties and Responsibilities:**

1. Submit monthly reports to the Ermineskin Elders Center Manager.
2. Organize informational workshops as needed.

3. Conduct one-on-one consultation sessions as needed for the Elders/Seniors relating to health, well-being, pensions, home/hospital visits, and home maintenance problems (i.e. assist with arranging for service calls).
4. Assist Elders/Seniors in completing any type of required application forms such as pensions, special needs, and tax returns plus any other documents.
5. Plan and prepare fund-raising for Elders/Seniors activities (i.e. hold raffles, bake sales, etc.).
6. Plan and prepare Elders/Seniors activities and events in collaboration with Manager.
7. Refer Elders/Seniors to proper medical agencies for medical needs such as eye care, hearing, handicap equipment needs, etc.
8. Take bookings for drivers to pick up Elders/Seniors for medical appointments, groceries, food bank, local workshops and activities where they are invited and wherever their attendance is requested.
9. Establish and maintain contact with ECN citizen who are currently in an off-reserve public and private continuing care facilities.
10. Assist Administrative Assistant with maintaining individual files of records for Elders (i.e. tax returns, identification, senior benefits records, appliance invoices, etc.).
11. Assist applicable agencies/departments in the development of support networks for the Elders (i.e. Maskwacis Homecare, NEP, EPM, case conferencing meetings, etc.).
12. Advocate for the Elders by assessing and/or identifying programs and services (both off and on reserve) that are most beneficial and relevant to the Elders.
13. Assist agencies with projects as they relate to senior services continuing care off and on-reserve.
14. Establish linkages and liaise with other agencies and/or departments related to seniors services.
15. Perform any other duties assigned by the Ermineskin Elders Center Manager.

**Job Requirements:**

- Post-secondary education in social work or a related field.
- Minimum Grade 12 Education or equivalent.
- Knowledge of senior services and programs available to Elders/seniors.
- Able to speak and understand Cree.
- Public relation skills
- Good observation skills.
- Patience and tolerance.
- Flexible and adaptable.
- Be self-motivated and work well in a team environment with other staff and reps of other agencies/departments
- Must have transportation and valid driver's license.
- First Aid and CPR Certification.
- Excellent administrative and organizational skills.
- Strong Communication skills both oral and written.
- Excellent computer skills.
- Able to interact and work with Elders/Seniors and maintain objectivity in a respectful manner.
- Maintain professionalism.
- Willing to work on evenings and weekends when required.
- Sign and adhere to Oath of Confidentiality.

**Please Submit Application/Resume and updated Criminal Record Check**

**Receptionist with the Ermineskin Office Administration department**

**CLOSING: January 19, 2022**

Under the supervision of the Office Manager the successful candidate is to perform a variety of functions including the maintenance of the telephone operating system. This individual is to establish and maintain a pleasant atmosphere in the reception area. Perform other related duties and follow all the requirements of the Tribal Policies. The responsibility of this position will reflect excellent customer service to the public and maintain confidentiality of business matters.

**Duties:**

- To be available for work from 8:30 – 4:30 p.m. daily. Sixty three (63) hours bi-weekly.
- Maintain the office area in a professional manner.
- Answer the telephone in a pleasant, polite courteous manner and take messages for all staff
- Record all incoming calls
- Direct customers to people in the office who may be able to assist them



- Assist with any questions and bring concerns they may have to the Manager
- Maintain the personnel bulletin board, located in the front reception area
- Maintain Council bulletin board, located in the front reception area
- Maintain the Council Chambers for booking
- Tracking staffs' coming and going
- High degree of quality communications between the various departments
- Accountable for appointments and scheduling them properly on the days and times specified, also reminding people of these appointments
- Must be aware of the operations of an organization and be aware of the privacy act and confidential information
- Must be confident about using computers and IT software applications that are necessary for the job.
- Make long distance telephone calls for staff in the building
- Able to understand the Cree language an asset
- Arrange for Courier pick up
- Must be willing to take training courses as required

**Qualifications:**

- High School or equivalent
- Must be computer literate
- Must have excellent interpersonal skills
- Must have strong communication skills (verbal and written)
- Must be punctual
- Friendly and approachable personality
- Experience an asset but not necessary
- Criminal record check
- Two (2) letters of reference

**Please Submit Application/Resume, two (2) letters of Reference and updated Criminal Record Check.**

**Two (2) Members and One (1) Elder with the Ermineskin Membership Committee**

**CLOSING: January 27, 2022**

**ROLES & RESPONSIBILITIES:**

- Must have knowledge in the areas of the Indian Act, Ermineskin Tribal Membership Laws & Constitution.
- To positively contribute and assist Membership Department in dealing with any amendments to the existing codes.
- To attend meetings/workshops as required.
- Must sign an oath of Confidentiality.
- Must be willing to work with the Membership Manager, Membership Staff, Elders Advisory, Chief and Council, and other members in the Membership Committee.
- Must have knowledge in the Cree customs and traditions and must live the example of Cree customs and traditions.
- Other responsibilities as decided or recommended by Chief and Council.
- Must be cooperative and have respect to those working on Membership issues.
- Must have transportation for meetings, available when required.

**QUALIFICATIONS:**

1. **Must** be an Ermineskin Tribal Member and at least eighteen (18) years of age.
2. Must live within the boundaries of the Ermineskin Reserve, (including Buck Lake, Pigeon Lake and surrounding Corporate Land).

**Please Submit Application/Resume and updated Criminal Record Check.**

\*Applications and **actual job descriptions** may be picked up at the Personnel office located in the Ermineskin Tribal Administration office\*

***Incomplete Applications will automatically be screened out***

**FOR FURTHER INFORMATION CONTACT:**

**Ermineskin Cree Nation  
Personnel Department**

**Phone: (780) 585-3741 ext. 241 or 311  
Edmonton Direct: (780) 420-0008**

**Box 219  
Maskwacîs, AB  
T0C 1N0**

**Red Deer Direct: (780) 343-1078  
Ma Me O Beach Direct: (780)586-2545  
Toll Free: 1-866-585-3941  
Email: [faith@erminekin.ca](mailto:faith@erminekin.ca)**