

Growing communities one idea at a time

Suite 400, 9911 Chula Boulevard  
Tsuu T'ina AB T2W 6H6

Tel: (403) 251-9242  
Fax: (403) 251-9750

## Job Posting T7 Regional Skills Link Coordinator

### **Position Overview:**

This position will support the Community Futures Treaty Seven Youth Labour Market Program by managing the Treaty 7 Regional Skills Link project. The T7 Regional Skills Link coordinator will consult with Treaty Seven communities and stakeholders for the purpose of managing a Skills Link youth project focused on training to employment in Southern Alberta for First Nations youth.

### **Responsibilities**

- Ensure participants are eligible for Skills Link funding
- Consult with First Nation communities in Southern Alberta on project activities
- Compile project expenditures, monthly expense claims and submit to the youth labour market manager

### **Skill Requirements**

- Ability to build strong and effective relationships with people
- Knowledge of Indigenous community challenges, and concerns
- Effective oral and written communication skills
- Must be competent in Microsoft Office programs (MS Word & Excel at minimum)
- Experiencing working with First Nations youth
- Class 5 Driver's License and access to a reliable vehicle (because the person needs to travel to First Nation communities and employer locations)

### **Minimum Qualifications**

The applicant will be a self-starter with the ability to work with minimal supervision and should possess the following qualifications and experience:

- Must have completed at least two full-time years of post-secondary studies
- Ability to work with a variety of people and groups
- Ability to work independently, yet interact within a team environment
- Ability to work within and meet deadlines
- Must have an understanding of First Nation history and culture.

Interested applicants are asked to email their resume and cover letter to [robsd@t7edc.com](mailto:robsd@t7edc.com)

**APPLICATION DEADLINE:** Thursday January 11, 2018 by 12:00pm

Rob St. Denis  
Youth Labour Market Consultant  
Community Futures Treaty Seven  
Suite 300, 6011 1A St. SW  
Calgary, AB T2H 0G5  
Fax: 403.251.9750 Email: [robsd@t7edc.com](mailto:robsd@t7edc.com)