



JOB OPPORTUNITY
Thompson, MB
TRAINING AND EMPLOYMENT PROGRAM ASSISTANT
FULL TIME POSITION

Purpose of Position:

Under the supervision of the Director of Education & Training, the Training & Employment Program Assistant will be required to maintain accurate financial records and provide support to the Training & Employment Coordinator and Employment & Training Workers in KTC Communities. Provide regular financial reports to the KTC First Nations and Department of Employment and Social Development Canada ISET Program on the Employment & Training budgets for KTC. (Includes Consolidated Revenue Fund & Employment Insurance Programs).

QUALIFICATIONS REQUIRED:

1. Formal training in the area of Business Administration.
2. Experience in maintaining financial records, individual files, and financial reports (monthly, quarterly and annual).
3. Knowledge of the various programs and guidelines under the Indigenous Skills & Employment Training Program (ISET).
4. Knowledge of the eligibility and reporting requirements of the ISET.
5. Ability to work independently.
6. Must have experience in working with Excel Programs, ARMS/PRIME Database and be computer literate.
7. Must be able to travel to remote northern communities to work with Training & Employment Workers.
8. Valid driver's license for the Province of Manitoba is an asset.
9. Ability to speak either Cree or Dene is an asset.

Salary is dependent upon qualifications and experience. A comprehensive benefits package is provided. A complete job description can be obtained by calling (204) 677-2341 or Aggie Weenusk, Director of Education & Training at (204) 677-0399.

A cover letter with detailed resume, including two references of most recent employers to:

Attention: Lisa Beardy, Office Manager

Keewatin Tribal Council Inc.

23 Nickel Road

Thompson, Manitoba

R8N 0Y4

Fax No.: 204-677-0256

Email: LBeardy@ktc.ca

Applications will be accepted until position is filled.

We would like to thank those that apply for the position, but only those being considered for an interview will be contacted.