



Special Projects Coordinator
Term Position: Three Months

Horse Lake First Nation is seeking a highly enthusiastic and driven individual who will play an integral role on the HLFN Health Team. The Special Projects Coordinator will successfully plan and implement family and youth cultural programs for HLFN community members. They will be responsible for ensuring that Elders, Knowledge Keepers, staff, and volunteers are adequately supported throughout the special project's sessions. The Special Projects Coordinator will also be the primary contact for HLFN children, youth and families who participate in the HLFN programs and events, making certain they feel welcome, respected, and safe throughout the sessions

WORK LOCATION:

Various Locations in Horse Lake First Nation (HLFN), Alberta

QUALIFICATIONS:

- Certificate and/or experience coordinating land-based cultural camps
- Must have experience working with children, youth, and families
- Must have knowledge of HLFN culture, beliefs, protocols, values, traditions and land-based teachings
- Must have experience working collaboratively with Elders, Knowledge Keepers, staff, and volunteers
- Must have experience working with First Nation community members in a service driven capacity
- Must have strong verbal and written communication skills
- Must have effective planning, organizing, resourcefulness and time management skills
- Must have creative and innovative programming ideas
- Knowledge of the Cree or Dene language and culture would be an asset

REQUIREMENTS

- Valid Alberta Class 5 driver's license
- Provide proof of credentials
- Must be able to travel
- Implement and abide by Horse Lake First Nation policy and procedures
- Computer proficiency in using MS Office Suite, Google applications, email, and other software programs

Interested applicants are to email resumes with:

- Cover letter
- Current (within 6 months) Clear Intervention Record Check
- Current (within 6 months) Clear Criminal Record Check with vulnerable sector
- 3 references (at least 1 reference from previous employer)

Horse Lake First Nation Health Center

P.O Box 831

Hythe, Alberta

T0H 2C0

Attention: Patricia Horseman

phorseman@onehealth.ca

Application Deadline: February 2, 2022

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Thank you for your interest, however, only those who are selected for an interview will be contacted.