



Treaty 6  
PO BOX 147 GALLIVAN, SASKATCHEWAN  
S0M 0X0  
Phone: 306-937-2990 Fax: 306-937-7010  
Email: [Reception@sweetgrassfirstnation.ca](mailto:Reception@sweetgrassfirstnation.ca)

## JOB POSTING

### Interagency Assistant

Sweetgrass First Nation is seeking to hire an **Interagency Assistant** in the Prevention Department. **This permanent full-time position is 70 hours a bi-weekly, Monday- Friday, 8:30 am - 4 pm**

#### POSITION OVERVIEW:

The Interagency Assistant is responsible for providing administrative support to the Interagency Coordinator and Prevention team members throughout the planning and implementation of prevention programs.

#### RESPONSIBILITIES:

- Provide administrative duties to support the team in coordinating programs efficiently.
- Coordinate the logistics of activities and events planned and scheduled
- Respond to emails from partners and departments.
- Collect data and prepare reports for key stakeholders.
- Other duties as assigned

#### TECHNICAL COMPETENCIES:

- Effective communication skills
- Knowledge of office practices, procedures, and techniques
- Ability to develop positive relationships
- Strong computer skills (MS Office)
- Organized
- Able to work under minimal supervision
- Strong office and project management skills

#### QUALIFICATIONS:

- Relevant training or certification as a Program Assistant
- Previous administrative experience
- Clear Criminal Record and Vulnerable Sector Check
- Valid Driver's License

If you wish to apply, please send cover letter and resume to the reception by **FEBRUARY 6, 2023**

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**DEADLINE TO APPLY: EXTENDED TO FEBRUARY 6, 2023**