



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

JOB POSTING

Interagency Coordinator

Sweetgrass First Nation is seeking to hire an **Interagency Coordinator** 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 Coordinator is responsible for implementing and aligning Prevention activities, primarily on-reserve. This will involve supporting relationship building between the community members and local First Nation and Indigenous Organizations who provide services to Sweetgrass members on and off reserve. This position will advise, guide and build organizational capacity regarding First Nation Culture, processes, engagement, reconciliation and partnership development. The Interagency coordinator provides leadership in facilitating and coordinating partnerships and projects to advance community development and opportunities for Sweetgrass First Nation with a focus on children and youth and prevention of at-risk circumstances for Sweetgrass children, youth and families.

RESPONSIBILITIES:

- Conduct target audience survey using effective platforms such as Survey Monkey.
- Gather information on Youth and Elder needs aimed at prevention and prepare reports and recommendations.
- Develop and implement the Prevention Workplan
- Conduct needs assessment and asset inventory
- 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)
- Able to work under minimal supervision

QUALIFICATIONS:

- Post-secondary education in a relevant field (Social Work, Administration, Community Development, Social Sciences)
- Previous experience in program coordination
- 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