



Pasqua FIRST NATION

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INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

POST-SECONDARY EDUCATION/SITAG ASSISTANT

Term Position until March 31st, 2026

Position Summary: The Post-Secondary Education/SITAG Assistant position reports to the Post-Secondary Education Coordinator and is a support to the Post-Secondary Program. The Post-secondary Education/SITAG Assistant will develop a positive working relationship with other team members, Pasqua First Nation Chief, Council, Directors, staff, band members, and outside stakeholders.

This position is responsible for assisting with filing, clerical and daily administrative operations, developing partnerships with outside stakeholders, facilitating effective communication within the post-secondary employment training programs.

Responsibilities:

- Enhance communication, collaboration, and partnership with employers, industry associations and trades unions for purpose of First Nation employment.
- Increase employment outcomes for Community Members through partnership activities.
- Engage employers and create sustainable partnerships aimed to increase First Nation employment outcomes and retention.
- Participate in the Reginal PROSPER (Promoting Opportunities Through Strategic Planning & Employment Resources) common planning tables.
- Other Administrative duties as requested by the Post-Secondary Coordinator.

Qualifications:

- High School Diploma or G.E.D. equivalent required
- A certificate in Office Administration is an asset
- Strong multitasking abilities and effective prioritization skills



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- Proficient in Microsoft office programs, including Word, Excel, Publisher, and PowerPoint
- Excellent verbal and written communication skills
- Strong problem-solving skills with the ability to assess and resolve issues effectively
- High attention to detail is essential
- Able to work independently and collaboratively within a team environment
- Flexible and adaptable to changing tasks and priorities
- Knowledge of SITAG/Post-Secondary Education programs, particularly those offered by Pasqua First Nation is an asset
- Strong organizational and time management skills
- Comfortable working under pressure and meeting tight deadlines
- Professional communication skills across various platforms (email, phone, in-person)

To Apply: Please submit a cover letter, resume, and three (3) references to: hr@pasquafn.ca

Candidates will be shortlisted for interviewing.

Closing Date: Open Until Filled

The Pasqua First Nation relies on the Saskatchewan Human Rights Code to give preference in employment for this position. Citizens of Pasqua First Nation are encouraged to apply.