



# *Pasqua* FIRST NATION

Pasqua First Nation invites applications for the following position to be situated at our Regina Urban office:

## **URBAN SERVICES COORDINATOR – JOB DESCRIPTION**

The ***Urban Services Coordinator*** is the office coordinator of the Urban Services program and will provide administrative support to the Pasqua First Nation Urban Citizens and work collaboratively with the Four Pillar Development Committee in achieving program goals and work plans. The role requires the ability to work cooperatively and collaboratively with all Pasqua First Nation staff, The Four Pillar Development Committee and partners.

Reports to: The Four Pillars Development Committee

Supervisor: Director of Operations

### **Job purpose**

The Urban Services Coordinator oversees the day-to-day operations of the Urban Services Office and to assist with the implantation of the Four Pillar Development work plan. The role requires the ability to work cooperatively and collaboratively with all Pasqua First Nation citizens, staff, leadership and partners.

### **Duties and responsibilities:**

#### **Administration Duties**

- Manage the urban services program delivery by providing administrative, technical, financial support to Pasqua First Nation and its citizens.
- Meeting Minutes, Agenda preparation, note taking, communications via email and written memos, monthly newsletters.
- Booking boardrooms, blocking off rooms for the meeting and workshops.
- Bookkeeping and audit preparation, developing budgets, requisitions, travel claims for processing.
- Develop memos, reports, briefing notes and general planning documents and presentations;
- Compile and review of draft reporting documents and materials;
- Compile and report monthly on all work performed;
- Monthly newsletter/calendar to Pasqua FN citizens and stakeholders which will include programs, services and schedule of urban services office events.

- Plan and coordinate events, classes, programs, as directed by the Four Pillar Development Committee.
- Ensure a participant and project evaluation are completed after each event or program;
- Coordinate with and Report to the Four Pillar Development Committee.
- Keep track of statistics of all events and office visits.
- File management.
- Must be able to work independently
- Must be able to work with minimal or no supervision
- Other duties as assigned

**Qualifications:**

- Must have a Grade 12, plus post secondary education is an asset.
- Minimum 2 years work experience, working in an office setting.
- Knowledge in community planning;
- Excellent interpersonal communication skills and ability to work as a team player to effectively interact with Pasqua FN citizens, staff, leadership, stakeholders and partners.
- Ability to use Microsoft Word, Excel, Power Point, word press, database and internet research.
- Ability to use email management software.
- Strong oral and written communication skills.
- Exceptional organization, time-management and planning skills and ability to prioritize multiple tasks.
- Highly motivated and ability to work in demanding and fast paced environment.
- Experience in group planning and facilitation an asset
- Drivers licence and reliable vehicle

**Working conditions**

- Travel (in inclement weather) is required to complete necessary job duties.
- Flexible work hours will be required.

**Salary**

Based on education and experience.

Please send resume including 3 references to Human Resources Coordinator, Darla Keepness:

Email: [darla.keepness@pasquafn.ca](mailto:darla.keepness@pasquafn.ca)

Fax: (306) 332-5199

*Only applicants successfully chosen for an interview will be contacted.*

**DEADLINE TO APPLY IS OCTOBER 18, 2024.**

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