



Location: Edmonton, Alberta
Start Date: As soon as possible
Position: Full-time, permanent
Competition closing: April 21, 2017 at 4:30 p.m.

About the Organization

First Nations Technical Services Advisory Group Inc. (TSAG) is a not-for-profit provider of quality technical services and training for First Nations in Alberta. TSAG's purpose is to support First Nations in gaining the tools and knowledge they need to achieve and maintain high standards in technology and services within the community.

About the Opportunity

Reporting to the Source Water Protection Plan (SWPP) Project Lead, this role will support the development of SWPPs, following the Indigenous and Northern Affairs (INAC) "On-reserve source water guide and template" with First Nation communities in Alberta. You will be responsible for recording detailed meeting minutes, organizing tables for meetings, helping to generate reports, and coordinating community engagement sessions. Extensive travel will be required across Alberta.

In addition to facilitating the creation of SWPPs the successful candidate will work with and provide assistance on other TSAG projects.

Qualifications

Potential candidates must have a diploma or certificate in business administration, environmental science, native studies or a related field. Work experience in these fields is an asset. Experience taking notes or meeting minutes in a professional setting is required. Applicants must have a valid driver's license.

Desired skills and characteristics include, but are not limited, to:

- Knowledge of cultural protocols, history, and cultural values of Indigenous peoples
- Proven excellence in organizational, administrative, and planning skills
- Proven time management skills, with the ability to set priorities and meet deadlines. Must be both an independent self-starter and someone who works well in a team environment
- Event-planning or meeting coordination experience is an asset
- Excellent verbal and written communication skills
- Excellent interpersonal, written, and oral communication skills
- Demonstrated ability to build strong internal and external relationships
- Ability to travel, to work occasional weekend, and overtime, as required, to meet program deadlines
- Ability to conduct research, Proficient in MS Office Suite (Word, PowerPoint)
- Applicants must have a valid driver's license

Working Conditions

Office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. Main office is located in Edmonton, AB. Interested applicants can submit a resume and cover letter to Laura Machial, SWPP Project Lead, at lmachial@tsag.net.

TSAG is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest; however, only those candidates selected for an interview will be contacted. No agencies please.