



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING
Projects Officer
On-reserve



Full-time

Closing Date: OPEN until position is filled.
01/25

GENERAL STATEMENT OF POSITION:

Reporting to the Manager of Siksika Employment Training Services (SETS), the **Project Officer** is responsible for providing program development, coordination and delivery of Special Training Programs outlined in the SETS 5 Year Business Plan and funding agreements for the year. The Project Officer will be accountable for creating, executing & managing special projects that will be measured and reflect the needs of SETS clients and employment opportunities of the nation and industry

REPORTS TO: Business Industry Liaison

DUTIES AND RESPONSIBILITIES:

- Responsible for program development and execution based on guidelines outlined by SETS, and the needs of the nation and industry with direction from Business Industry Liaison and Manager.
- Establish and maintain key relationships within community for purpose of program development, facilitation, and delivery.
- Market programs to the community to obtain client involvement and registration.
- Promote programs through media and other news formats to provide updates to the community on Special Projects.
- Pre-screen applicants for programs along side of selected team members identified by management.
- Work with other SETS staff or nation departments to target participants and set-up work placements when identified as part of a program.
- Assist individuals to register for programs.
- Work with participants to find solutions for issues as they arise.
- Provide relevant project information required to participants.
- Monitor program and participants, provide direction for adjustments and improvements where needed.
- Provide progress reports, status updates and final report to SETS Manager for funding reporting and board requirements.
- Arrangements for any program requirements or site visits.
- Some weekend work and travel may be required.

EDUCATION AND EXPERIENCE:

- Diploma in Business Administration or Certification/experience in the Trades.
- Minimum 3 years recent relevant experience.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.