Piapot
First Nation

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
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Post-Secondary Coordinator Wanted – Full-Time Term Position Available

About Piapot First Nation

Piapot First Nation (PFN) is located North East of Regina, with a population of approximately 900 members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

About the Opportunity

We currently have a Post-Secondary Coordinator position to join the Piapot Band Administration team on a full-time basis. The Piapot First Nation offers a competitive salary and a benefit package that includes medical, dental, and pension.

Responsibilities will include, but are not limited to:

- Develop, maintain, and administer the Post-secondary Student Support program polices and procedures within budget and funding requirements.
- Working with post-secondary students to ensure that all applications and policies are understood and followed.
- Administer the delivery of Post-Secondary Student Support program and services through ISC policy and procedure manual.
- Maintain an accurate up-to-date filing system, database for PFN sponsored students and create a resource library for scholarships, bursaries, and training programs.
- Monitor student progress and provide advice and guidance to potential students.
- Provide advocacy and liaison services to enable students to reach their career goals
- Administer the Skills Link Mentorship Program, including developing the program budget, coordinating placement, authorizing expenses, and completing all ISC reporting requirements.
- Administer the Summer Student Work Experience Program, including developing the program budget, coordinating placement, authorizing expenses, and completing all SITAG reporting requirements.
- Possess excellent communication skills both orally and written to deal effectively with fellow employees, band membership, the general public.
- Possess strong organizational, interpersonal skills and the ability to work with minimal supervision.
- Possess a valid Driver's license and a reliable vehicle.

About the Ideal Candidate

- Bachelor's Degree in Business Administration, Commerce, or related field.
- 5+ years' experience of progressively responsible management experience preferably in the community, social service sector or with Indigenous organizations.
- Class 5 Drivers License.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel).
- You will also have exceptional communication, time management and prioritization skills.

DEADLINE: May 10, 2023 @ 4:30 PM

If you are interested in applying for this position; please send a cover letter detailing your qualifications with your resume, copies of credentials, and three work-related references to:

Piapot First Nation-Human Resources
General Delivery
Zehner, SK S0G 5K0
Fax: 781-4853 Email: HR@piapotnation.com

We thank all those that apply, however, only those that are selected for an interview will be contacted.