



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
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Learning & Development Coordinator

Position Overview

Piapot First Nation is seeking a **Learning & Development Coordinator** to assist individuals in transitioning from Income Assistance to employment by facilitating training, coordinating funding, and building employer partnerships. Reporting to the Social Development Administrator, this role involves writing and submitting proposals, managing budgets, overseeing the Work Opportunity Program and other funding sources, and collaborating with local programs to ensure clients receive the necessary support for employment. The coordinator will also establish partnerships with employers and training providers to create meaningful job opportunities.

Key Responsibilities

- Employment & Training Coordination:
 - Support clients in transitioning to employment through training and resources.
 - Partner with local organizations, including South-East Regional College, to enhance training opportunities.
 - Collaborate with FHQ Tribal Council and other agencies to secure program funding.
 - Organize ABE graduation ceremonies.
- Case Management & Pre-Employment Support:
 - Conduct client intake and assess eligibility for Pre-Employment Supports.
 - Develop individualized Action Plans for employment readiness.
 - Monitor client progress and provide ongoing support.
- Program Administration & Reporting:
 - Write and submit funding proposals.
 - Manage budgets and financial allocations for employment programs.
 - Maintain the ASAP database of certified tradespeople and skilled workers.
 - Prepare and submit reports to the Social Development Administrator.

Qualifications & Skills

- Degree in business or a related field (or equivalent combination of experience and training).
- Three to five years of experience in business management and/or community relations.
- Knowledge of Piapot First Nation language, culture, and traditions.
- Strong organizational and communication skills.
- Ability to travel with a valid driver's license and reliable vehicle.
- Current Criminal Record Check required.

How to Apply

Submit a cover letter, resume, and three work-related references to:

Email: hr@piapotnation.com

Mail:

Attention: Human Resources
Piapot First Nation, General Delivery
Zehner, SK S0G 1K0

DEADLINE: Open until filled.

Only shortlisted candidates will be contacted. Piapot First Nation follows The Saskatchewan Human Rights Code to prioritize Indigenous applicants—please indicate your status in your cover letter.