



Job Opportunity: Career Services Manager

Who We Are

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history, and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a large portion of Athabasca oil sands deposits. For nearly 30 years, Mikisew Group, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs and infrastructure.

Who You Are

The Career Services Manager for MCFN office is a highly skilled and motivated professional. The position is established to coordinate and facilitate community members access to skills, training, educational supports, job placements, employment opportunities job retention and career advancement.

The Career Services Manager provides leadership to the program by establishing and maintaining strong partnerships with Mikisew members and assists in the coordination of Skills Employment Training and relationships with other career-based responsibilities of MCFN.

Responsibilities

- Liaise effectively and efficiently in Skills Employment Training Committees as the single point of contact with Mikisew community, government, industry and stakeholders.
- Develop an annual workplan in consultation with companies and department leads to set goals and measure, monitor and report to Chief and Council on the progress of the work being delivered through SET committees.
- Engage and build rapport with students, maintaining a presence in regional centers and Fort Chipewyan.
- Develop and maintain active information and communication channels for students, youth and community stakeholders.



- Performs all duties and responsibilities in accordance with the policies, standards, protocols and procedures of the MCFN.
- Maintains confidentiality at all times on all matters relating to the affairs of MCFN.
- Participates in industry, government, or regional group meetings to ensure the values, concerns and knowledge of the Mikisew Cree First Nation are expressed and incorporated.
- Contributes effectively as a team member to the overall plans and objectives of MCFN.

Qualifications

- Post-secondary degree or diploma in a relevant field of study.
- Extensive knowledge of Indigenous communities and resources, and demonstrated skills in the area of indigenous recruitment, retention and employment.
- Excellent time management skills
- Exceptional interpersonal skills with the ability to establish and maintain successful and effective relationships with a variety of internal and external contacts.
- Demonstrated ability to initiate and maintain collaborative working relationships with internal and external stakeholders.

Other Requirements

- Possess valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to work after hours and/or weekends when required.
- Willing to work flexible schedule.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

How to Apply

If you or someone you know is interested, please send your resume to betty@impacthr.ca. Application deadline is, until a suitable candidate is found.

We thank all who apply but we will only be contacting those selected for an interview. Thank you!