

Poundmaker Cree Nation is currently seeking a proven leader to fill the role of

Director of Operations

Using your management background and expertise, you will be responsible for administering the organization and working with band government on program delivery, economic development, project management, and the provision of professional services to the community.

More specifically, this will involve:

- Leading and mentoring staff including orientation, training and professional development;
- Accessing/securing/accountability of funds from a variety of sources;
- Forecasting financial and budgetary needs; including planning, reporting and proposal writing;
- Developing/implementing budgets and plans;
- Developing and maintaining strong working relationships with various levels of government;
- Advising on policy, strategy, and operations for the organization and membership;
- Maintaining effective working relationships with key stakeholders.

The successful candidate will possess:

- Post-secondary education and/or several years of management experience with a First Nations organization(s)
- Superior communication skills
- Proficiency with computer software programs
- A genuine willingness to contribute to the well-being and economic growth of Poundmaker Cree Nation
- A blend of business acumen, project management experience and a strong understanding of and passion for Poundmaker Cree Nation.

Please submit a detailed resume to:

Poundmaker Cree Nation
Box 610
Cut Knife, Sask.
SOM ONO
Fax: 306-398-8096
Email: patricia@poundmakercn.ca

Attention: Patricia Waskewitch, Executive Assistant

This competition will remain open until a candidate is found.

EMPLOYMENT OPPORTUNITY

CMHC YOUTH INTERN: **Housing Assistant**

(Term Position 39 weeks ending March 31, 2019 - Full-time)

Poundmaker Cree Nation is seeking to hire a Band Member under the CMHC Housing Internship Program to provide administrative coordination and support in the PCN Housing department.

Qualifications: The successful candidate must be:

- Between 15 – 30 years of age
- Must be out of school and be unemployed for at least the last 6 months and not be receiving EI benefits
- Able to work independently and manage the housing office with minimal supervision
- Reliable and dependable, and able to commit to the full scope of work for 39 weeks following commencement of employment

Key Responsibilities:

- Maintain a housing filing system
- Assess incoming calls and mail and track work assignments
- Monitor and track CMHC projects and complete the necessary reporting
- Establish CMHC Operating and Replacement Reserve tracking system
- Monitor and track Band-based housing needs and projects and complete the necessary reporting
- Maintain the housing office and maintain a filing system
- Develop / Update the housing database and Housing List
- Other duties as may be assigned

Please apply in writing by submitting a covering letter and resume to:

Poundmaker Cree Nation
Box 610
Cut Knife, Sask.
FAX: 306-398-8096

Attention: Brandon Favel - Housing Portfolio

Email: Patricia@poundmakercn.ca

CLOSING DATE: Tuesday, June 19, 2018 at 4:30 p.m.

4:30 P.M., Friday, June 23, 2017