



JOB POSTING

Title: Family Tree Coordinator
Reports to: Culture & Wellness Coordinator
Terms: 26 week contract position
Hours: 35 hours per week
Salary: \$15.00/hour
Location: Elder's Building

Job Summary:

Saugeen First Nation has received funding for a Family Tree Coordinator for a 26 week contract. The Family Tree Coordinator will work closely with Saugeen First Nation Elder's creating family trees by documenting and charting the knowledge and heritage of our nation.

Duties:

- Assist Elders in the documentation process of their heritage by creating a family tree for each Elder
- Create a Community tree including all family trees that have been cultivated
- Pick up and drop off of Elders using the Culture and Wellness van
- Preparing and serving food for Elders luncheons
- Taking pictures of local cemetery plots
- Scanning of original photographs for duplication purposes
- Keep documentation of progress
- Complete government funding reporting requirements
- Other duties as assigned by supervisor

Qualifications:

- Grade 12 or G.E.D.
- Experience in an office setting an asset
- Strong knowledge of Microsoft Word, Excel, Outlook, PowerPoint and Publisher
- Experience working with Elders and Youth
- Experience in photography an asset
- Ability to speak Ojibway language an asset
- Well-organized
- Excellent written and verbal communication skills
- Valid Class G licence and own reliable, insured transportation
- Self-directed and flexible

Applications **MUST** include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers (one must be current or most recent employer)

DEADLINE DATE: Tuesday March 28, 2017 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By E-Mail: employment@saugeenfirstnation.ca

By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0