



EMPLOYMENT OPPORTUNITY

Title: Economic Development Assistant Trainee
Reports to: Economic Development Officer
Terms: HAAMB Contract
Hours: 35 hours per week
Salary: \$17.00/hour
Location: Saugeen First Nation#29 Governance Building

Job Summary: Reporting to the Economic Development Officer, the Economic Development Assistant Trainee will assist the department with developing, organizing, implementing, and communicating various workshops, programs, community projects and funding proposals.

Duties:

- Assist with on-going department programs and projects
- Engaging with department managers and community stakeholders
- Organizing facilitated workshops
- Assist with community marketing and promotional strategies
- Assist with special event bookings
- Assist with community surveys
- Assist with funding proposals for department projects
- Complete a training program as outline in the funding agreement
- Other office duties as required

Qualifications:

- O.S.S.D. or G.E.D. Equivalency
- Post-secondary studies in Business, Office Administration, Marketing, or any related field is an asset but not required
- Experience with Office Administration processes is preferred
- Experience with social media is an asset
- Valid 'G' License is an asset but not required
- Access to own transportation is required

Applicant MUST Include:

- Cover letter and resume
- Three letters of reference (one must be current or most recent employer)

DEADLINE DATE: May 26, 2023 @ 4:00pm
(No Late Applications Accepted**)**

Preference will be given to Saugeen First Nation members who meet the qualifications.

Interested applicants must be legally eligible to work in Canada at the time of application.

The applicant may need to provide verification of academic qualifications.

Applications will be received:

At Office: HR Department (519) 797-1224

By Fax: (519) 797-3458

By Email: employment@saugeen.org

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