

Red Crow Community College**Summer Employment****Position Title:** CANVASSER**Department:** Human Resources

General Description:

This position is responsible for accumulating surveys by door to door canvassing and special campaigns for the Kainai Human Resource Inventory Project. While doing so it is the responsibility of the canvasser to record accurate data regarding the information of Blood Tribe members within the target group.

Education/Qualifications:

- Currently enrolled in Post-Secondary Institution returning in the Fall
- Must have High School Diploma

Essential Requirements:

- Must have excellent interpersonal and communication skills in both English and Blackfoot.
- Reliable transportation and the ability to travel in and around the Blood Reserve and locally for training.
- Valid Class 5 Alberta Driver's License.
- Must adhere to F.O.I.P. Freedom of Information Privacy Act regulations
- Must be willing to undergo an Oath of Confidentiality
- May be required to work weekends.
- Excellent organizational skills, strong attention to detail.
- Minimum of 5 years computer experience and operating systems.
- Ability to work in a team environment.

Application package MUST contain Cover letter, Resume, Three (3) letters of Reference, current Criminal Record Check.

Deadline Date: April 17, 2009 at 12:00 noon