

KAINIAWA SPECIFIC CLAIMS TRUST JOB POSTING

POSITION: LIAISON OFFICER
DEPARTMENT: BOARD OF TRUSTEES
STATUS: CONTRACT – START DATE: DECEMBER 5, 2011

Summary:

Working under the direct supervision of the Kainaiwa Specific Claims, Board of Trustees, Coordinator, the responsibility of the Liaison Officer will be to develop a clear understanding of the concept of this project, communicate the vision and objectives and information about the structure of the multi-stakeholders of the project. The main objective of the phase is to build buy-in among the shareholders and gain their long-term support.

ORGANIZATIONAL RELATIONSHIP:

- Reports directly to: Kainaiwa Specific Claims Coordinator

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities in accordance with the Blood Tribe Administration Policies and Procedures
- Act as a Liaison between Municipal, Provincial and Local government
- Organize monthly meetings with Board of Directors and community as required
- Contribute to the development and communication of all Akers Claim 1 and 2; Project Calgary Stampede
- Ability to produce professional reports on a monthly basis
- Facilitate meeting when required
- Carry out other duties as reasonably requested

MINOR DUTIES AND RESPONSIBILITIES:

- Responsible for maintaining own filing system and drafting correspondence as it relates to position
- Prepare quarterly reports

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS;

- Ability to plan and prioritize workload and meet deadlines
- Excellent organization skills
- Superior report writing and presentation skills
- Accomplished interpersonal skills
- Proficient with the computer
- Ability to speak Blackfoot an asset.

NECESSARY TRAINING AND EXPERIENCE:

- Business Administration Diploma
- 5 Years experience working with all levels of government and community members
- Must have valid Drivers License
- Must have own vehicle

DEADLINE FOR SUBMISSIONS: November 23, 2011

Please forward a Cover Letter, a Resume and copies of your credentials to:

Blood Tribe Human Resource Department

P.O. Box 60

Standoff AB, T0L 1Y0

(Please Mark Personal & Confidential)

For more information please contact: Marlene Blood at:

Phone: (403) 737-8219 Fax: (403) 737-8200

Blood Tribe Administration thanks you for your interest

Only complete applications would be accepted