

LAT 53° 33' 40" N LON 113° 33' 50" W

- Maintain records related to assigned activities and projects and provide program feedback to the team;
- Assist in the development, documentation and updating of programs, including additional methods of delivery such as video conferencing etc.;
- Provide feedback on inventory systems and other processes; and
- Ensure Alberta Occupational Health and Safety is top priority for all guests.

Note: A clean Police Information Check, including the vulnerable sector, is a condition of employment for successful candidates. The check must be completed before commencement of work and is the financial responsibility of the candidate.

QUALIFICATIONS:

Knowledge & Abilities:

- Experience working with First Nation, Metis, and Inuit peoples;
- Ability to form and maintain relationships with Traditional Knowledge Keepers, Indigenous community educators and Elders, both urban and rural;
- Interpersonal communication skills (oral and written);
- The ability to work independently and in a collaborative team environment;
- Lived experience and knowledge base of Indigenous Culture, Ceremonies and Protocols;
- Initiative to remain current on science topics, particularly as they relate to Indigenous Knowledge and Ways of Knowing;
- Technical aptitude (i.e. audio/visual equipment, computers, etc.) with familiarity of web based applications.
- Able to participate in, organize, lead, and supervise group activities.

Education and Experience:

- 2 years' experience in a related position is desirable. Post-secondary degree/diploma, or progress thereof, in one of the following areas is preferred:
 - Education
 - Technology
 - Science
 - Science Communication
 - Indigenous Studies

Salary: \$17.82 – \$22.09 per hour as per the 2017- 2022 Collective Agreement (PT140)

Hours of Work: Approximately 10 hours per week, primarily evenings and weekends. Flexible scheduling is available.

Opening Date: January 25, 2024

Closing Date: February 1, 2024 or until suitable candidate found.

Apply to: hr@twose.ca. Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.