

**Alexis Nakota Sioux Nation**

# **Lands Consultation Office**

*"As long as the sun shines, the grass grows and the rivers flow our treaties are sacred."*



## **Job Opportunity: Training Coordinator**

**Posting Date:** November 20, 2020

**Application Deadline:** January 1, 2020

Alexis Nakota Sioux Nation Lands Consultation Office is hiring a Training Coordinator to support the delivery of BEAHR Local Environmental Coordinator Training. Training by Four Medicines Consulting will provide students with class-based knowledge and temporary land-based work placements within the Lands Consultation Office.

### **This successful candidate will:**

- Work independently to execute project activities, including but not limited to:
  - advertising training opportunities and recruiting students;
  - supervising students;
  - booking classrooms for instructional days;
  - co-ordinating work placement activities aligned with training objectives;
  - co-ordinating Elders and Knowledge Keepers to visit students on a weekly basis;
  - co-ordinating catering services when needed;
  - creating weekly work plans for students;
  - issuing weekly activity reminders to students;
  - maintaining records of all mileage forms, invoices, cheque requisitions, and other payables and/or payroll documentation filed with the ANSN Finance Department.
- Be the primary contact for students, Elders, Knowledge Keepers engaged in the BEAHR Local Environmental Coordinator Training.
- Supervise students on all instructional and work placement days.

### **Qualifications:**

- Experience in project management
- Experience in environmental or Indigenous science
- Advanced interpersonal skills and communications skills
- Ability to multi-task
- Attention to detail
- Experience with Microsoft Office suite (Word, Excel)
- Valid Alberta Class 5 driver's license
- Reliable vehicle with insurance

**Start:** Monday February 1, 2021 to Friday May 21, 2021 (16 weeks)

**Location:** Alexis Nakota Sioux Nation #133

**Contact:** Rayleigh Conley, [rayleigh.conley@ansn.ca](mailto:rayleigh.conley@ansn.ca)