

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Administration and Operations

COMPETITION: AOITC-02-01-20-23

DEPARTMENT: Administration and Operations

POSITION: IT Training Program Coordinator

DATE POSTED: 01-30-23

SALARY: Based on Education & Experience

DEADLINE: 02-10-23

STATUS:

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)

General and Responsibilities: Duties include but are not limited to:

Siksika Nation's local Information Technology ("IT") sector has initiated a project to formulize the community of IT technicians and build capacity for future growth and sustainability of Siksika's IT sector. The position of IT Training and Capacity Building Coordinator is to support the activities related to the project's objectives. Specific duties include coordination of training and capacity building activities while ensuring that training activities are well planned, objectives are achieved and delivered.

Duties & Responsibilities: Duties include but are not limited to:

- Coordinate training and capacity building activity logistics, including drafting participant application forms, recruitment, participant selection, venue selection and booking, scheduling, ensuring trainee hardware and software requirements are met, etc.;
- Ensure that all training activities and learning events are well planned, organized, implemented and documented.

CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Familiarity in working with First Nations and Indigenous communities; Proficient computer skills; Experienced in Microsoft Office package; Fluency in English, both written and spoken is required; Highly organized individual; Able to pay close attention to detail; Ability to work as a team of professionals in a fast-paced and challenging environment.

Education and Experience:

- Education in a relevant field, such as education, community development, or other related discipline; Diploma or Bachelor's Degree is preferred;
- Minimum 2 years relevant experience in capacity building and training. Demonstrated experience implementing training activities required;

Other:

- Must have a Valid Class 5 Driver's License and satisfactory driver's abstract.
- General knowledge to understand the Siksika Language & Culture.



**Please Contact the Human Resources Department.
Tennie Running Rabbit - Generalist Recruiting Manager**

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