

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **March 24, 2022**

Position(s) with Department and Closing Date: Description, Requirements and Qualifications:

Chartered Accountant with the Ermineskin Finance Department

CLOSING: Until Suitable Candidate Found

Under the direction of the Tribal Administrator, the Chartered Accountant is responsible to ensure the integrity of the Tribe's financial information, by performing all necessary functions as stipulated in the job duties. The Chartered Accountant is responsible for conducting the Tribe's financial business and performing the duties in a manner as provided by the Good and Proper Management of the Affairs of the Ermineskin Tribe, Custom Law, other Tribal Custom Laws, and Policies and Procedures. The Chartered Accountant will be required to report to Chief and Council and must work closely with the Finance Portfolio holder and the Finance Controller

Job Duties:

1. Ensure all banking needs of the Ermineskin Cree Nation are met (i.e. loans, Capital expenditures, etc.).
2. Shall ensure that sufficient funds are on deposit to meet requirements of approved current budget.
3. Shall ensure by arranging term deposits that a preferred rate of interest is paid on monies not immediately required to meet Tribal obligations and shall adhere to the Canada Trust Act for investment of funds.
4. Monitor Ermineskin Cree Nation and non-centralized departments term deposits.
5. Shall immediately address any general account bank overdrafts with Chief & Council.
6. Meet with Chief, Council and Finance Controller on a quarterly basis to review the Tribal Departments financial statements.
7. Ensure a list of inventory is completed at the end of each fiscal year by the departments.
8. Assist in the audit preparation and compile and prepare the audit working papers prior to the commencement of the audit.
9. Shall coordinate meetings for access to auditors and other persons authorized by Chief & Council to examine the books and accounts with respect to all monies of Ermineskin Cree Nation including the centralized and non-centralized departments/programs.
10. Ensure the Auditor is a recognized Public Accountant in good standing with a professional organization.
11. Shall ensure that recommendations made by the auditors are acted upon immediately following acceptance of the audit.
12. Ensure semi-annual training seminars to the Executive staff.
13. Be present at all budget readings.
14. Shall work in collaboration with ECN Directors and Managers to prepare ECN annual operating budgets.
15. Perform an annual review of the Good and Proper Management of the Affairs of the Ermineskin Tribe Custom Law and amend as required.
16. Forecast the annual revenues for the Tribe to assist in budget process.
17. Coordinate the Finance Committee meetings along with Finance Controller.
18. Inform Chief & Council on business matters affecting the Tribes' finances prior to budget readings as necessary per the forecast prepared.
19. Ensure that centralized departments receive their monthly Income Statements.
20. Supervise Senior Accounts/Accountant to ensure that Generally Accepted Accounting Principles are adhered to.
21. Assist the Senior Accounts/Accountant to resolve issues/problems as requested.
22. Work closely with Chief, Council, and Departments to deal with INAC on funding negotiations for the Tribe as requested.
23. Work with Chief & Council to negotiate interest on Trust monies held by the Government of Canada.
24. Work with Chief & Council to withdraw Capital and Revenue Interest Earned Trust Monies according to Government procedures.
25. Work with Chief & Council on external issues such as ETEL, Indian Monies, investments, financial impacts by reviewing, evaluating and making recommendations etc.
26. Ensure external revenue received is transferred to the appropriate departments.

27. Orientate new Directors/Managers on financial policies and procedures.
28. Assess, monitor, and review non-centralized financial statements on a monthly basis.
29. Develop finance policies that ensures financial management policies and procedures are maintained to the department's standards.
30. Review and negotiate funding with INAC representative on contributions available to the Nation as per Funding Agreement.
31. Coordinate meetings for Chief & Council on INAC funding related matters and address issues stemming from the Funding Agreement and any correspondence relating to the Funding Agreement.
32. Analyze the annual funding agreements, methods, systems and procedures including text, policy changes to any new agreements and forward recommendations to Chief & Council.
33. Prepare final reporting to INAC on all INAC funding related to other ECN departments.

The ideal candidate should possess:

1. A University degree in a related discipline combination with a CMA designation
2. Minimum ten (10) years' experience in a business accounting environment. Preference to be given to First Nations environment;
3. Supervisory experience including evaluating staff performance, training staff, and performance management
4. Ability to prepare and assess financial statements, financial business plans and loan proposals
5. Strong negotiation skills
6. Strong communication skills
7. Strong work ethics
8. Strong leadership qualities and positive team relationship
9. Knowledge of financial systems such as Microsoft Office (Word, Excel, Access) Sage 300
10. Proficiency in developing and using financial models and spreadsheets
11. Ability to meet deadlines
12. Must be free to travel and possess a valid driver's license

Please Submit Application/Resume, copies of certificates and updated Criminal Record Check.

Five (5) Members with the Ermineskin Pow Wow Committee

CLOSING: March 25, 2022

The Ermineskin Powwow Committee is responsible for hosting the Annual Ermineskin Cree Nation Powwow. The committee is responsible for fundraising and organizing all related activities. ***MUST have reliable means of transportation to work bingos and other fundraising activities.***

DUTIES:

- Attend regular monthly meetings.
- Work bingos two (2) to three (3) times a month during the day.
- Participate in all fundraising activities.
- Be present throughout the duration of the three (3) year term and during the powwow, to carry out their fair share of duties.
- As a representative of the Ermineskin Cree Nation must conduct themselves in a respectful, friendly manner at all times.

SPECIFICATIONS:

- Must be an Ermineskin Tribal member, eighteen (18) years or older.
- Must have own transportation and valid driver's license.
- Must work as part of a team.
- Must not sit on any other Ermineskin board/committee.
- Must possess strong interpersonal skills;
 - Communication -Creativity -Commitment
 - Motivation -Cooperation
- Must be able to deal respectfully with the general public.
- Must be an abstainer from Alcohol & Drugs.
- Must possess a working knowledge of the language, customs and traditions of the Ermineskin Cree Nation.
- Must be capable of working long hours.
- If employed, must defer holidays from the powwow weekend & prior to.
- Must possess good writing skills.
- Computer Skills must be an asset.
- Proposal writing and fundraising techniques.
- No Board **OR** Committee shall have 2 immediate family members on the same Board/Committee. *Immediate defined as father, mother, son, daughter brother or sister.*

Please Submit Application/Resume and updated Criminal Record Check.

Six (6) Month Contract Policy Analyst with the Ermineskin Administration Department

CLOSING: March 31, 2022

The Policy Analyst will be responsible for the research and analysis of information as it relates to the policy evaluation, amendment and development. The incumbent is responsible for consulting with key stakeholders, government officials, internal staff and technical experts. They will oversee the development of options in terms of policy projects. This includes the preparation and providing a comprehensive list of recommendations on a wide range of policy projects, to support the organizations overall plans and objectives. Further, the responsibility is to work closely with program directors and managers to review and revise existing policies; to provide a comprehensive detail on new policy and recommendations.

CORE COMPETENCIES:

- Strategic Thinker
- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Research and Evaluation
- Decision making
- Computer skills
- Writing Comprehensive Evaluative Report
- Provide consultation
- Ethics and Integrity
- Planning and Organizing
- Communication
- Conflict Resolution
- Team Work

JOB DUTIES:

- Assists with the development of a policy framework for an effective and successful delivery of policies within an integrated system of programs and services;
- Identifies policy issues, conducts research, consultation and analysis
- Prepares options and recommendations
- Receives approval from the appropriate levels and implements approved options;
- Coordinates work with technical experts and provides research and analysis for guidelines that support policies;
- Writes decision documents for approval;
- Prepares and coordinates briefing material, reports, speaking notes and correspondence on current issues;
- Responsible for developing work plan that highlights scope of work, conducting analysis and evaluation and to make a comprehensive summary of finds that will highlight recommendations for consideration;
- Interprets, applies, updates and provides advice on existing policies and guidelines for staff, executive and leadership;
- Prepare policy directions and strategies to implement in response to these initiatives;
- Work with the Administrator, Directors and Managers to review and revise current policies that best meet the needs of Ermineskin Cree Nation citizens and supports successful program delivery;
- Work as part of a team to assess and address issues of common interest for Ermineskin Cree Nation
- Performs other duties as required.

REQUIREMENTS:

- A university Degree in Economics or Business Management/Administration
- Minimum of ten (10) years of experience in policy analysis
- Detailed knowledge of First Nations economics, business and policies
- Excellent verbal and written communication skills for preparing and presenting information
- High level of capability in the areas of analytical, research and problem solving skills
- High degree of professionalism for representing the organization at meetings of government officials, affiliated organizations, and the public
- Ability to work collaboratively with internal staff and affiliated organizations
- Strong organizational, project, and program management skills and the ability to work on a wide range of issues simultaneously
- Competency in computer applications including word processing, spreadsheets, and presentations

- Willingness to work on teams and good conflict resolution skills
- Can work independently and in a team environment
- Effective attention to detail and high degree of accuracy
- High level of integrity, confidentiality and accountability

Please Submit Application/Resume and updated Criminal Record Check.

Temporary ECN Website Coordinator with the Ermineskin I.T. and Communications Department

CLOSING: March 31, 2022

Under the direction of the I.T. and Communications Director and Communications Manager. Website Coordinator is a communication link to inform and educate members of the Neyâskweyâhk Cree Nation; nations operations, aboriginal/treaty issues at the regional and national level, community events, and Cree traditions/values of the Neyâskweyâhk Cree. The Website Coordinator will be responsible for the front and back end website management of the Ermineskin Cree Nation (ECN) Website. The Website Coordinator implements web pages, maintains content and oversees day-to-day management of the website and assures quality and filing integrity of web pages. Immediate Supervisor is the Communications Manager.

Duties and Responsibilities:

- Monitor the website analytics and provide a semi-annual report on how well the website is being utilized by the users.
- Collaborate with all ECN departments and outside agencies to encourage sharing of information for the ECN Website.
- Collaborate with management to determine the website's purpose, functions, requirements and long term strategy, as authorized by Chief and Council and Administrator.
- Ensure ECN Website is up to date with current news and announcements.
- Research emerging technologies and services that may enhance the web experience and make recommendations to management.
- Ensure the front kiosk is operational and up to date with announcements.
- Assist with administering and monitoring ECN Facebook Group and Page.
- Promote the ECN Website using various advertising methods. Example brochures and posters etc.
- To assist with social media networking. Example; Facebook.
- Comply with the Ermineskin Personnel Policies and I.T. and Communications department Policy and Procedures.
- Other specific duties as required.

Technical Qualifications/Skills:

- Should have strong web design skills and have excellent working knowledge of HTML, XHTML, XML, Javascript, CSS and PHP and database (MySQL and PHP Admin) and FTP, **or willing** to take applicable training if required.
- Should have knowledge of SEO, SEM and its implementation, utilization of various Adobe programs such as Photoshop, Illustrator, Indesign, Dreamweaver, Flash, and Microsoft Office Suite. Social media, graphic design and graphic usage/manipulation experiences are also required, **or willing** to take applicable training if required.
- Understanding of cross-browser/cross-platform compatibility issues and ability to create and adapt custom content management systems (CMS such as Drupal and WordPress are essential skills). Ability to work closely with and contribute to internal teams and administrative staffs, and third party technology partners.
- Be able to provide general upkeep and maintenance of web server/host, website and provide technical/computer related support to various internal teams/departments.

Requirements:

- Technical College Certificate, Diploma or Post-Secondary Degree in Computer Science, Graphic Design and/or Web Development, or willing to take applicable training if required.
- Webmaster experience favorable
- Be positive, self-motivated and adept at learning new technologies and techniques.
- Ability to work alone, as well as with the Communications team.
- Strong communication skills (oral and written) and attention to detail.
- Well organized and efficient with time management.
- Experience in Content Management.
- Demonstrated leadership in Project Management.

- Sign and adhere to Oath of Confidentiality.

Please Submit Application/Resume and updated Criminal Record Check.

One (1) Elder with the Ermineskin Membership Committee

CLOSING: April 5, 2022

ROLES & RESPONSIBILITIES:

- Must have knowledge in the areas of the Indian Act, Ermineskin Tribal Membership Laws & Constitution.
- To positively contribute and assist Membership Department in dealing with any amendments to the existing codes.
- To attend meetings/workshops as required.
- Must sign an oath of Confidentiality.
- Must be willing to work with the Membership Manager, Membership Staff, Elders Advisory, Chief and Council, and other members in the Membership Committee.
- Must have knowledge in the Cree customs and traditions and must live the example of Cree customs and traditions.
- Other responsibilities as decided or recommended by Chief and Council.
- Must be cooperative and have respect to those working on Membership issues.
- Must have transportation for meetings, available when required.

QUALIFICATIONS:

1. **Must** be an Ermineskin Tribal Member and at least eighteen (18) years of age.
2. Must live within the boundaries of the Ermineskin Reserve, (including Buck Lake, Pigeon Lake and surrounding Corporate Land).

Please Submit Application/Resume and updated Criminal Record Check.

Manager with the Ermineskin Elders Centre department

CLOSING: April 5, 2022

The manager is responsible for the planning and management of the department, programs, and services for the Elders. The Elders Manager will ensure that the operations of the department are on-going on a daily basis through high performing staff, through the implementation of the department's strategic plan and through the implementation of policy. The Manager will also ensure that the programs and services are based on the needs of the Elders.

Reporting Procedure:

This position is under the direction of the Community Services Director and under the Division of Community Services and Wellness.

Duties and Responsibilities:

1. Implement the Elders Department strategic plan and operational plan along with the Elders Department Policies.
2. Effectively supervise and manage a staff of 5 members and exercise all human resource aspects as it pertains to staff supervision (i.e. annual performance evaluations, training plans, disciplinary actions, terminations, etc.).
3. Ensure staff complies with Personnel Policies, annual performance reviews, job descriptions, and any other directives and policies that relate to their performance and training.
4. Monitor and control Elder's operating budget and ensure all expenditures are within budget and comply with policies.
5. Ensure regulations, custom laws, and ETE Policies are adhered to by all staff.
6. Develop and maintain effective relationships and communication with staff, relevant ETE departments, Ermineskin Seniors and Citizens, and representatives from other organizations.
7. Report monthly activities to Community Services Director.
8. Provide a quarterly report to the Tribal Administrator.
9. Revise Elders Department policies annually.
10. Ensure the Elders strategic plan is reviewed annually.
11. Attend monthly Community Services and Wellness Managers meetings.
12. Coordinate and chair regular staff meetings.
13. Participate in research and application process of financial grants available and applicable to the department.
14. Ensure support is provided to ECN seniors in off-reserve long term care services or hospitals.
15. Maintain and update an Elders/Seniors list (demographics, land locations, telephone directory, etc.) and coordinate sharing of information with Administrative Assistant.
16. Assist with the planning and organizing of senior programs such as Elders Week, and/or other related

senior activities.

17. Liaise with on/off reserve health care services for Elders/Seniors.
18. Conduct home visits when requested with seniors and perform assessments when seniors become eligible for senior services.
19. Responsible to ensure the building is operating and maintained to standards.
20. Ensure bookings are operating efficiently and follow-up with any concerns.
21. Participate in partnerships with Assisted Daily Living as they related to senior clients.
22. Attend meetings as requested such as the HUB weekly meetings.
23. Perform other related duties as may be required by Community Services Director.

Job Requirements:

- Post-Secondary education in management or business administration or 3-5 years' experience in management.
- Management experience with proven skills in the following areas:
 1. Writing reports and memos.
 2. Strategic Planning and management (includes implement work plan & operational plan).
 3. Human resource management: updating/developing job descriptions and performance management; and developing staff training plans.
 4. Research and writing proposals.
 5. Monitoring and controlling a budget, reading financial statements, and creating a budget.
 6. Working with policy and writing policies.
 7. Computer skills in Microsoft Word, Outlook, and Excel.
- Speak and understand the Cree language is essential.
- Experience working and communicating with seniors with emphasis on understanding their needs.
- Demonstrate strong professionalism and practice good work ethics.
- Must have a valid driver's license and own vehicle.
- Excellent people skills and organizational skills.
- Good verbal and written communication skills including public speaking and presentations.
- Ability to work well and effectively with others (staff, senior citizens, and the public).
- Proven leadership and team building skills.
- Coordinating information and directing the work of others.
- Experience with event and program planning.
- Demonstrate empathy for and enjoy working with seniors.
- Have a working knowledge of community resources and services
- Sign an Oath of Confidentiality.
- Must submit a Criminal Record Check.

Please Submit Application/Resume and updated Criminal Record Check.

Executive Assistant with the Ermineskin Arena, Parks and Recreation department

CLOSING: April 7, 2022

Under the direction of the Arena, Parks and Recreation Manager, the Executive Assistant will provide overall administrative support to management and staff for the Arena, Parks, and Recreation department. The Executive Assistant will perform day-to-day general office tasks and assist with special projects within the department. **Reporting Structure:** The Executive Assistant will report directly to the Arena, Parks and Recreation Manager.

Job Duties

1. Provide administrative support to the Manager, Arena Operator Supervisor, and staff within the department.
2. Responsible for file management mail, including scanning and faxing tasks.
3. Answer telephone and relay telephone calls and messages.
4. Greet people and direct them to contacts and service areas.
5. Responsible for computer data entry and maintaining department databases (i.e. sponsorships, programs, inventory, plans, etc.).
6. Maintain office supplies and office equipment such as printers, punch clocks, etc.
7. Assist with preparing documents, reports, presentations, and correspondence.
8. Assist with maintaining schedules for programs (evening, weekends, minor hockey, etc).
9. Assist Manager, Programmer, and Arena Operator Supervisor with billing and receivables for programs (ie. minor hockey).

10. Assist with preparing vouchers and time summaries.
11. Assist Manager with human resources as it pertains to leaves and disseminating personnel policy information.
12. Liaison functions with ECN citizens and the public are all central to this role.
13. Arrange meetings when requested and record meeting minutes.
14. Assist Programmer with communication and advertising for program promotions.
15. Assist Programmer with programs and youth sponsorship requests when requested.
16. Be resourceful as it relates to government subsidiaries for youth.
17. Provide assistance to Manager and Arena Operator Supervisor with facility bookings.
18. Assist Manager with grant proposal submissions.
19. Perform other related duties as assigned by the Manager.

Requirements

- Minimum of 3-5 years of demonstrative administrative experience.
- Diploma in office administration or related field.
- Strong computer skills including typing and Microsoft office knowledge.
- Excellent written communication skills.
- Ability to work under pressure, handle multiple priorities, and timelines.
- Strong work ethic and a professional demeanor.
- Possess a high degree of organization and attention to detail.
- Mandatory drug and alcohol testing.
- Criminal record check including vulnerable sector check.
- Class 5 drivers' license and a clean Drivers Abstract.
- Interest or background in recreation and sports.
- Able to work shifts, evenings and weekends.
- Must acquire a current standard first aid and CPR certification.
- Must have own transportation.
- Ability to work in and promote a team approach work environment.
- Knowledge of recreation trends.
- Ability to be creative and adapt to change.
- Understand the Cree language.

Please submit your complete application/resume, updated criminal record check, Vulnerable Sector Check and copies of Certificates.

*Applications and **actual job descriptions** may be picked up at the Personnel office located in the Ermineskin Tribal Administration office*

Incomplete Applications will automatically be screened out

FOR FURTHER INFORMATION CONTACT:

**Ermineskin Cree Nation
Personnel Department
Box 219
Maskwacîs, AB
T0C 1N0**

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