



Career Opportunity

Residential School Support Program Assistant
(1 year term)

Closing:

November 15, 2024

Anticipated Start Date:

Immediate

Salary Range:

36,400.00 annually

General Description:

Under the direction of the Residential Support Program Coordinator, the Assistant is responsible for providing program support for residential school survivors that support their journey of healing. Assist with coordinating educational programs or sessions as determined by the program coordinator.

Responsibilities:

- Share information with individuals on the history and impact Indian residential schools had.
- Assist with organizing activities to support healing, such as Sweat Lodges, Pipe Ceremonies, Healing Ceremonies, Community meals, Talking and Sharing Circles, etc.
- Assist with organizing committees to support programs (e.g. subject matter experts, traditional healers, and knowledge holders).
- Participate in ceremonies with elders, Spiritual Leaders and knowledge keepers.
- Create a positive and warm environment so community members feel safe and comfortable to express themselves.
- Maintain records of activities and expenditures for budget tracking.
- Complete reimbursement and travel forms for participants and service providers.
- Band reception coverage as needed.
- Other position related duties as determined by the supervisor.

Qualifications and Experience/Skills:

- A deep understanding of the impact Indian residential schools has had on the community and desire to help others in their journey of healing.
- Ability to network and organize activities with others.



- Must be willing to work flexible hours to attend programs during the evenings/weekends.
- Must have a driver's license and a reliable vehicle.
- A criminal records check is required. Having a criminal record is not a determining factor.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.