



Cowessess First Nation #73

Employment Opportunity

Cowessess First Nation is now accepting resumes for the following position:

POSITION: Lands Leasing Officer
CLASSIFICATION: Term Position – May 1 - November 1, 2019

JOB SUMMARY: The Lands Leasing Officer is a coordinating position that is under the direct supervision of the Manager of Lands and Resource and is accountable to the Lands and Resources Portfolio Councillor and Committee. The Leasing Officer shall be responsible for coordinating the Land Leasing initiatives, preparing written leasing and property agreements. Also collecting information, analyzing and managing data related to access and land use activities. Must be prepared to travel from time to time.

QUALIFICATIONS:

- Must be self-motivated and be able to work independently with minimum supervision;
- Must be a team player and be able to take direction;
- Must possess excellent oral and written communication skills;
- Must possess strong time management skills and be well organized;
- Must be proficient in the operation of a PC and software programs, more specifically Microsoft Office and EXCEL applications;
- Must possess a pleasant manner when dealing with Membership and the public;
- Must have experience in working with First Nations, more specifically, possess knowledge of current issues facing the Cowessess First Nations;
- Excellent leadership and human relations skills;
- Must be prompt, efficient and effective in completing tasks;
- Must possess working knowledge of Policies, By-Laws, Agreements, etc., and how to establish and coordinate a Schedule of Activities for Committees;
- Must have demonstrated commitment to maintain confidentiality; and
- Must possess a valid Saskatchewan Class 5 Drivers' License and reliable vehicle.
- Successful applicant will submit a current drug test to Human Resources.

Salary and Benefits Commensurate with experience.

FORWARD cover letter, resumes with three (3) written **REFERENCES & Current Criminal Record Check** to the following:

Human Resources
Cowessess First Nation
P.O. Box 100
Cowessess, Saskatchewan
SOG 5L0
Tel: (306) 696-2520/Fax: (306) 696-2767
Email: human.resource@cowessessfn.com

DEADLINE for resumes shall be **NOT LATER** than:
4:30 p.m. April 30, 2019

Only those selected for an interview will be contacted.