



# Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0  
(p) 306-696-2520 | (f) 306-696-2767

## Employment Opportunity

**POSITION:** **Gravesite Project Coordinator**

**CLASSIFICATION:** Permanent Full Time

**WAGE:** \$47,000 per year + (depending on education and experience)

**DEPARTMENT:** Administration

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### JOB SUMMARY:

The Gravesite Project Coordinator is a support position with overall accountability to the Executive Director and the Chief & Council of Cowessess First Nation (CFN). The Gravesite Project Coordinator will be responsible for the overall design, structure and formulating of the CFN Gravesite Reclamation Project and funding proposal activities. The primary roles of this position is to be responsible for the overall coordination of the project activities, monitor funding resources received and reporting to the appropriate funding agencies as required. This position will also be responsible to supervise and provide technical support to the Research Team. The Gravesite Project Coordinator will be responsible for all communication activities and supports for community members as required.

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### QUALIFICATIONS:

- Preference given to applicants who possess a Diploma or Degree in Social Science or relevant education.
- Must have two to three years of experience in a similar job, with similar duties and responsibilities.
- Must have proposal and grant researching skills to coordinate and submit comprehensive applications to meet funding needs.
- Must have the ability and experience in planning and facilitating community presentations.
- Must have experience in translating policies, bylaws and acts and ensuring compliance to such.
- Must be a self starter and have the ability to work independently and in a team setting.
- Must have sound knowledge of how a First Nation is operated and administered.
- Must be able to deal effective with Chief & Council, fellow employees, outside agencies and, most importantly, the community members.
- Must have excellent written and oral skills.
- Must possess the ability to take direction and work with minimal supervision.
- Must be able to participate in collaboration in team projects.
- Must be well organized, punctual, dependable, reliable and ensure confidential matters remain confidential.
- Must be able to maintain a general filing system.
- Must submit a Vulnerable Sector Criminal Record Check.
- Must possess a valid unrestricted driver's license.
- Must be able to work flexible hours and on weekends as required.
- Must submit proof of COVID-19 vaccinations.

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### ADDITIONAL INFORMATION:

**Complete applications should consist:**

**Deadline to Apply: January 21, 2022**

1. Cover Letter & Resume
2. Three (3) references  
*(2 of 3 must be professional references)*
3. Criminal Record Check

**Please send applications to:**  
[Careers@cowessessfn.com](mailto:Careers@cowessessfn.com)

For further information about career opportunities, please contact Cowessess First Nation Human Resources at (306) 696-2520 or email at [Careers@cowessessfn.com](mailto:Careers@cowessessfn.com)