

Akamihk Community Development Society

Employment Opportunity- Program Manager

The Akamihk Community Development Society (ACDS) is committed to providing the Montana First Nation with quality, reliable services to meet the needs of Montana First Nations members. We are currently seeking a reliable, self-motivated, energetic individual to become a part of a great service team.

Position Type: Contract Position
Salary Range: Dependant on Experience and Education
Work Location: Maskwacis, Alberta

Open Date: July 11, 2018
Close Date: July 31, 2018

Position Duties:

- Coordinate between all those involved on all projects including the development of the program. Direct involvement with program planning, implementation and follow up of project(s).
- Coordinate logistics and plan program-related events with all stakeholders: internal staff, partner organizations, funders, and other parties of interest.
- Promotion of the organization and the programming.
- Progress reports, attendance, data entry and any other reports required.
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting.
- Delegates authority and responsibility to staff.
- Any other duties as assigned.

Qualifications:

- Minimum Diploma in Business Management or other related field
- 2 or more years of Senior Administration work
- Excellent organizational and project management skills
- Excellent facilitation, oral and written communication skills
- Experience with the creation and implementation of marketing strategies
- Attention to detail is required and the ability to problem solve in an efficient manner
- Driver's License Class 5, Drivers Abstract and own transportation
- Criminal Records Check

Applicants can submit resumes to vickie@akamihk.com or drop off resume to our location on Bobtail Road at the Montana First Nation Administration Building 2nd floor. Attention Vickie Wetchie.

Akamihk Community Development Society thanks you for your interest and only those applicants selected for an interview will be contacted.