



## **DOCFS EMPLOYMENT OPPORTUNITY**

### **PROJECT COORDINATOR ASSISTANT**

#### **Term Position**

*(October 1, 2022 – March 31, 2025)*

Dakota Ojibway Child & Family Services requires a project assistant for Special Projects for DOCFS (Birdtail Sioux, Canupawakpa, Dakota Plains, Dakota Tipi, Long Plain, Roseau River, and Swan Lake).

Duties would include assisting Project Lead with administrative support, coordinating project activities, ensure continuity and efficiency of project, compiling research materials and travelling to community project sites as required. Responsible to the Project Lead.

Applicants must meet the following criteria:

- Minimum Grade 12, or post-secondary education in a related field of study
- Knowledge of Child & Family Services programs
- Have a valid driver's license & access to a vehicle
- Good time management and organizational skills
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota & Ojibway cultures and traditional philosophies
- Ability to speak Dakota and/or Ojibway a definite asset

Other combinations of education and experience may be considered. All applicants must submit with their application a current Criminal Record Check, Prior Contact Check and Child Abuse Registry Check. Interested parties should apply in writing including three written references to:

**Dakota Ojibway Child & Family Services Inc.  
Forest Hills Administration Office  
Swan Lake First Nation  
Box 310 Carberry, MB R0K 0H0  
Attention: Human Resource Coordinator  
Phone: 204-834-2323 Fax: 204-834-2306  
Email: hr@docfs.org**

**APPLICATION DEADLINE: September 27, 2022 (4:30 PM)**

*\*Thank you to all that apply but only those selected for an interview will be contacted.*