



**TOWN OF THE PAS/OPASKWAYAK CREE NATION URBAN COUNCIL  
REQUIRES AN  
URBAN COUNCIL COORDINATOR**

**One-Year Term Project Position with possibility of full time permanent**

The Town of The Pas and the Opaskwayak Cree Nation are looking for an energetic individual to work directly with a newly formed Urban Council Coalition to bring positive change to our community through identifying current issues and working towards improving urban strategies within our community.

***FUNCTIONS:***

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This position will work closely with the Urban Council Committee in various areas including overall community improvements as it relates to improving the quality of life of the indigenous community in The Pas. The successful applicant will provide logistical and administrative support to the Urban Council Committee and its sub-committees.

***REQUIRED QUALIFICATIONS:***

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- Valid Class 5 Manitoba Driver's License and access to a vehicle.
- Must relate courteously with the general public and facilitate a positive public image.
- Excellent communication and writing skills are required for submitting statistical information and for report writing.
- Self motivated, maintain confidentiality, able to work with minimal supervision.
- Satisfactory results from criminal record and vulnerable persons checks.

**WAGE RATE:**                      \$ 21.00/hour

**HOURS OF WORK:**              Monday through Friday - 8:30 a.m. to 4:30 p.m.

**Applications will be accepted up to 4:30 pm on September 28<sup>th</sup>, 2018 and should be directed to:**

**Keri-Lee Zaharia - CPHR, Human Resource Officer**  
[keriz@townofthepas.ca](mailto:keriz@townofthepas.ca)  
P.O. Box 870, The Pas, MB. R9A 1K8  
Fax: (204) 623-5506  
[www.townofthepas.com](http://www.townofthepas.com)

*This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba*

*We thank all candidates for their interest however only those selected for an interview will be contacted.*