



Sioux Valley Dakota Nation Employment Opportunity **Project Assistant**

Brandon Indian Residential School Missing Children Investigation
Full-time (TERM)

POSITION SUMMARY: Sioux Valley Dakota Nation is seeking a dedicated and compassionate person to assist with a multi-faceted investigation into missing children at the Brandon Indian Residential School. The Project Assistant will report directly to the Project Manager and Sioux Valley Dakota Nation Chief and Council as needed.

DUTIES INCLUDE:

- Responsible for assisting in all aspects related to the investigation
- Assist in the coordination and organization of workshops, gatherings and events
- Coordinate and organize virtual and in-person meetings
- Maintain phone lines and emails (direct inquiries and provide general information, etc.)
- Record incoming and outgoing mail and direct to appropriate persons
- General administration duties such as photocopying, fax, memos, etc.
- Assist with organizing and supporting the field investigations and commemoration planning
- Assist with data organization and preservation
- Expected to work closely with the Project Manager, Administration and Community Coordinators
- Other duties as deemed necessary

QUALIFICATIONS:

- Grade 12 Diploma or GED equivalent
- Previous office experiences an asset
- Must be reliable and punctual
- Must maintain confidentiality as required due to the sensitive nature of the work
- Ability to maintain a respectful working relationship with staff, community representatives/members and representatives of other organizations
- Knowledge of office equipment and computers
- Proficient with Microsoft programs (Outlook, Word, Excel, and PowerPoint)
- Proficient with virtual meeting platforms (Zoom and MS Teams)
- Excellent time management and organizational skills
- Must be able to work independently and as part of a team
- Excellent verbal and communication skills
- Research, writing, and planning skills
- Ability to budget and record accurate expenses
- Ability to work in a fast-paced environment
- Must be able to work a flexible work schedule
- Valid Manitoba driver's license and reliable vehicle

Competition Number:

APPLICATION DEADLINE:

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplcations@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.