



Sioux Valley Dakota Nation (SVDN)
Employment Opportunity
UNDRIP Youth Project Coordinator
SVDN Oyate Government

Full-time, Term

***Approximately from May 2022 – April 30, 2023

POSITION SUMMARY: The Sioux Valley Dakota Nation is seeking a UNDRIP Youth Project Coordinator to oversee the project, conduct research, coordinate engagement and communications with SVDN members regarding UNDRIP and the purposes of the UNDRIP Act.

DUTIES:

- Conduct research, coordinate engagements and communications with Chief and Council, program managers and membership
- Prepare interim reports and final reports
- Schedule project planning sessions with Chief and Council and program managers
- Schedule and facilitate engagement sessions in person and host webinars

QUALIFICATIONS:

- Minimum Grade 12, or equivalency
- I.T. knowledge such Microsoft office (Word, Excel, PowerPoint)
- Research and report writing skills
- Able to facilitate and plan engagement sessions
- Must have reliable transportation, and a Driver's license considered an asset
- Subject to Criminal Record Check and Child Abuse Registry Check
- Friendly, approachable and detail oriented when dealing with community members
- Critical thinking, problem solving, and teamwork skills are essential

WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS:

- Hours of work will typically be 8:30- 4:30 with occasional evenings and weekends required
- Work is performed in an indoor/office environment
- Overnight travel will be required
- Sitting at a desk
- Remote work may be required
- Reading, writing and email communication skills required

Competition Number: 202258

APPLICATION DEADLINE: Wednesday, June 1, 2022, at 4:00 p.m.

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: hrappliations@svdngovernance.com

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