



Contract Opportunity

September 2020

Indigenous Engagement Assistant Role Description

The Peace River Area Monitoring Program (PRAMP) Committee is looking for a qualified individual to fill a new part-time contract position for an Indigenous Engagement Assistant.

Contract Terms: Up to 30 hours each month for November 1, 2020 to March 31, 2021 at an hourly rate of \$20 to \$24 per hour, depending on qualifications and experience. Hours may vary significantly from one month to another. The contractor will be expected to provide their own office space, office equipment and cell phone and will require access to a vehicle. Mileage will be paid at a rate of \$0.50 per kilometer. The contractor will report to the Executive Director.

KEY RESPONSIBILITIES

1. Develop, maintain and enhance:
 - PRAMP relationships with Indigenous communities and organizations within and near to PRAMP boundaries, including schools, communities, government representatives and community members
2. Contribute:
 - Indigenous-focused content for newsletters, annual report, social media and other publications
 - Planning for PRAMP events in Indigenous communities
 - Information for requesting and reporting on grant funding
 - Support for PRAMP projects as needed
3. General:
 - Attend PRAMP meetings and other events as requested
 - Collaborate with the PRAMP Education and Outreach Coordinator and other PRAMP contractors to deliver PRAMP education and outreach activities
 - Promote PRAMP membership and volunteer involvement
 - Adhere to all PRAMP policies and procedures
 - Able to provide proof of insurance (Workers Compensation, Liability Insurance, Automobile Insurance)

QUALIFICATIONS

- Dynamic interpersonal skills and strong written communication skills



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- Strong organizational skills, along with flexibility and creativity
- Strong computer skills, including Microsoft Office programs
- Flexibility in work schedule; weekend or evening work may be required when participating in community events
- Access to a reliable vehicle and able to travel throughout the Peace River area and potentially to other locations

EDUCATION AND EXPERIENCE

- Post-secondary education in environmental sciences, education, communications or a related field, or the equivalent in work experience would be an asset
- Experience working with Indigenous communities
- The following experience would also be considered an asset: working with youth and working in the not-for-profit sector

For more information about PRAMP, visit www.prampairshed.ca or call Karla Reesor, Executive Director at 780-625-2900.

To apply, please submit your resume and cover letter by **October 20 at 4:00pm MST** via email to karla@prampairshed.ca.

We thank all those who apply, however, only those invited for an interview will be contacted.