



Sacred Wolf Friendship Centre  
145A – 8950 Granville Street  
PO Box 2041 Port Hardy BC, V0N 2P0  
Phone: 250-902-0552  
Fax: 250-949-7907

### **Job Posting**

#### **EMPLOYMENT LIFE SKILLS & TRAINING COORDINATOR**

Start Date: ASAP

Deadline for submission until filled

Salary: starting at \$25.05

#### **DUTIES included but not limited to:**

- Coordinates and assist clients in obtaining soft-skills training
- Provides pre-employment assessment counselling/coaching
- Provides job search assistance, Resume-building and interview skills coaching
- Helps coordinate occupational skills training
- Provides Literacy/essential skills & educations referrals
- Provides supports as needed to address barriers to employment, for example: Protective Personal Equipment, Bus Tickets to remove transportation barriers
- Networks with community employers and partners to build relationships and opportunities for clients
- Help design and deliver unique "wrap-around" life skills and pre-employment programming based on community need

#### **SKILLS:**

- Strong time-management and prioritization
- Ability to keep accurate records in both written and electronic forms
- Ability to work as part of a team as well as independently with minimal supervision
- Excellent oral and written communications skills
- Strong abilities to work with Microsoft Office programs: Excel, Outlook, Word etc.
- Awareness or practice with Indigenous culture and support services

#### **ADDITIONAL REQUIREMENTS:**

- Valid BC Driver's License, Class 5 and reliable vehicle
- Criminal record check
- People of Indigenous ancestry is encouraged to apply
- Knowledge of and experience working with the local First Nations

Submit resume and cover letter in person at Sacred Wolf Friendship Centre,  
by email [jobs@sacredwolf.ca](mailto:jobs@sacredwolf.ca) cc:[programdirector@sacredwolf.ca](mailto:programdirector@sacredwolf.ca) or by fax at (250)949-7907