

PERSONNEL &  
STAFF DEVELOPMENT  
BOX 480, LA RONGE  
SASK. S0J 1L0  
PHONE: (306) 425-2183  
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1-800-567-7736



# Lac La Ronge Indian Band

## EMPLOYMENT OPPORTUNITY

### CLOSED COMPETITION

*“Restricted to LLRIB band members”*

The Lac La Ronge Indian Band’s Education Training & Employment Department is now accepting applications to fill the following **Term** position (up to March 29, 2019) in **La Ronge, SK**:

### YWEP Program Assistant

The suitable candidate will be able to perform the following duties:

- Maintain Files and keep Records of Youth Experience Workers;
- Provide assistance and support to the Program Coordinator in YWEP programming.
- Assist the Program Coordinator in Scheduling Youth experience workers placements

Preferred candidates should possess the following:

- Must be an LLRIB band member;
- Valid Class 5 Driver’s License;
- Some Administrative experience;
- Strong organizational skills;
- Excellent interpersonal and communication skills;
- Positive, outgoing, and mature attitude essential.

**Date of posting: June 5<sup>th</sup>, 2018**

**Deadline for Applications: June 26<sup>th</sup>, 2018 by 11:59PM**

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councillors), one from your most recent/current employer**, to the following:

Human Resource Office,  
Lac La Ronge Indian Band  
Box 480  
La Ronge, SK. S0J 1L0

Fax: (306) 425-2170  
E-mail: ([hrinfo@llrib.ca](mailto:hrinfo@llrib.ca))

**\*\*Note: Your references MUST be people who you reported to and had directly supervisory authority of you. In the cover letter, please indicate permission to contact references\*\***

**For questions, please call Phillip McLeod, Youth Work Experience Program Coordinator at 306-425-4938.**

*LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record and vulnerable sector record check. Please be advised applications received without the proper documentation will not be considered. Telephone interviews will not be granted.*