



**Join Our Team!**

# **LAKE BABINE NATION**

**Posted: May 09 2024; Until Position Filled**

## **BLADERUNNER COORDINATOR**

*Wage Range: \$24.00 - \$28.00*

*The Bladerunner Partnership, hosted by PGNAETA and Lake Babine Nation, is seeking a **Bladerunner Coordinator** to coach Lake Babine Youth towards employment & career development. This is an exciting and progressive opportunity aimed at motivating and mentoring youth (Ages 17-30) and will be required to link youth to employers. This is a term-position and will work under the Lake Babine Nation Employer Advisor.*

### **RESPONSIBILITIES**

- Develop an 8–10-week work plan schedule for the youth.
- Work directly with contractors and students for logistical requirements and guidelines.
- Maintain student confidential files and attendance records.
- Arrange appropriate work experience placement the for students.
- Monitor work placement between the students and employers.
- Troubleshoot and make recommendations around program delivery as necessary.
- Ensure that all forms and paperwork are filled out completely.
- Complete all required monthly quarterly reporting to PGNAETA.
- Perform other duties as maybe deemed necessary from time-to-time.

### **QUALIFICATIONS**

- Minimum Grade 12 Education.
- 2-year work experience in coordinator and/or administration.
- Excellent work and personal ethics in a team setting.
- Administrative, computer and office skills.
- Possess a valid Class 5 Driver's License and reliable vehicle.
- ***Criminal Record Check at applicants expense***

**APPLY NOW!**

Beatrice MacDonald, *Human Resources Director*

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Successful candidates of short-listing will be contacted