



Chippewas of RAMA
First Nation

Youth Employment

Contract ending March 31, 2023 (may be extended)

Special Project for Registered Rama First Nation Members aged 14yrs – 21yrs

Position Title: Youth Council Coordinator

Eligibility requirements for this position are that applicants must be 14 years to 21 years of age.

Reports To: Kathleen Flemming, Recreation Administrator

Qualifications: Must have experience working in an office setting
Must be self-motivated for independent learning environment
Computer skills – familiarity with Internet, Microsoft Office and various forms of Social Media
Must be organized
Ability to communicate effectively
Knowledge and understanding of First Nation governance structures an asset

Responsibilities: Coordination of monthly Youth Council including: Youth consultation and input, taking meeting minutes, setting agenda, booking rooms, set up multi-media, etc.
Recruitment of RFN youth to participate in meetings
Assist in developing Terms of Reference
Research training and development opportunities
Work with RFN staff as required

Remuneration: \$20.00 per hour based on 10 hours per month

Please send cover letter and resume to:

Charlene Benson

Human Resources Manager

Rama First Nation

5884 Rama Road, Suite 105

Rama, Ontario L3V 6H6

email : charleneb@ramafirstnation.ca

Applications will be received from June 28, 2022 until July 12, 2022 at 5:00 p.m.

Funding for this position is sponsored by Rama First Nation