



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](mailto:charleneb@ramafirstnation.ca)

Applications will be received from **July 19, 2022 until August 2, 2022 at 5:00 p.m.**

Funding for this position is sponsored by Rama First Nation