

# Blackfoot Confederacy Tribal Council

Branch Office: 7535 Flint Road Southeast | Calgary, AB | T2H 1G3 | 587.287.1100



## Blackfoot Confederacy Tribal Council Job Posting

**Position:** Blackfoot Confederacy IELCC Coordinator

**Deadline to apply:** May 13, 2022

**Organization:** Blackfoot Confederacy Tribal Council

**Term:** Full-time, 3-year Contract (with possible extension)

**Compensation:** Based on education & experience

**Location:** Calgary

**Position Overview:** The Blackfoot Confederacy Tribal Council is looking to employ an IELCC Coordinator who will assist in the development and coordination of the Blackfoot Confederacy Tribal Council (BCTC) Indigenous Early Learning and Child Care program with the direction of the BCTC Education Director and IELCC Working Group. The term of the project is 5 years.

The Indigenous Early Learning and Child Care (IELCC) is a framework to support Indigenous children, whose access to culturally-appropriate, high-quality, fully inclusive, flexible, and affordable ELCC empowers children with a strong sense of identity and establishes a foundation for their health, wellness, and future success, and to bridge the gap between Indigenous and non-Indigenous health and education outcomes.

The candidate will have an undergraduate degree with a minimum of two years' experience, or an equivalent combination of education and a minimum of five years administrative experience.

### Responsibilities:

The BCTC IELCC Coordinator will have exceptional interpersonal, communication and networking skills, as well as the ability to work well independently and as part of a team. Problem solving, multi-tasking, creativity and flexibility are essential to this position.

Attention to detail, excellent planning and organization skills and the ability to establish and maintain effective working relationships are key for success in this position. Strong analytical, writing and reporting skills are required.

Coordination of the BCTC IELCC Working Group, including but limited to: scheduling meetings with appropriate Blackfoot Confederacy agencies, governance and partnerships, creating agendas for meetings and managing all logistics including venue bookings, catering as well as taking meeting minutes; and researching relevant information on IELCC within Alberta and within Canada, and other related matters.

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This position is to provide support for BCTC Education Director, at times this position will also support the Education Director in areas where needed. As well as community consultation and engagement, participation in regional working groups and training.

The candidate must have a valid driver's license and a reliable vehicle. The job may require travel and/or overnight stay. The position will require full-time attendance at the BCTC Calgary Head Office.

**Requirements:**

- Attention to detail and problem-solving skills
- Blackfoot Language is an asset
- Clean Driver's license
- Criminal Record Check and CYIM Check
- Diploma in related field or related fields with 3-5 years relevant experience
- or combination of education and experience
- Excellent computer skills and proficient in excel, word, outlook and access
- Excellent verbal and written skills
- Excellent interpersonal skills with the ability to collaborate
- Excels at operating in a fast pace community environment
- Excellent time management skills and ability to multi-task and prioritize work

**Please email cover letter and resume to:**

Carmen Sweetgrass, Executive Administrative Officer  
[carmens@blackfootconfederacy.ca](mailto:carmens@blackfootconfederacy.ca)

Salary Range: \$52,000.00 - \$68,000.00

**Closing Date: 4:30 p.m. M.S.T. May 13, 2022**