**SAMPLE LAND CODE COORDINATOR ASSISTANT JOB ADVERTISEMENT**

\_\_\_\_\_\_\_\_\_\_ First Nation requires the services of a Land Code Coordinator Assistant. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The Land Code Coordinator Assistant is responsible for assisting the Land Code Coordinator in the development of the \_\_\_\_\_\_ First Nation Land Code.

This position reports to Land Code Coordinator. The successful candidate will work out of the **(Insert Office Location)** office. Travel may be required for this position. The occasional evening work meeting will be required with a flexible work schedule.

**QUALIFICATIONS/REQUIREMENTS:**

* Minimum Grade 12 graduate, or an equivalent combination of education and experience in a similar or related position
* Must have detailed knowledge of Web browsing (Internet) and various WORD processing and spreadsheet applications
* Must have strong research, typing and clerical skills
* Excellent organizational and communication skills
* Proficient on any of the following: report writing; communications (verbal and written); organization and time management; computer skills (spreadsheet/database, word processing); social networking skills and other computer applications
* Successful candidates will be required to provide the following if screened in for an interview:
	+ Proof of education documentation
	+ References: Three names and phone numbers of recent supervisors
	+ Must possess and maintain a valid Class 5 BC Drivers’ License
	+ Must successfully pass the required pre-employment RCMP Criminal records Check.

**SALARY RANGE:** \_\_\_\_\_\_ per hour, based on qualifications and experience.

**TYPE OF POSITION:** 1 year term (Insert date range) with the possibility of extension as per funding availability, subject to 3-month probationary period and planned performance evaluations.

**APPLICATIONS DEADLINE: (Insert here)**

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter**. Please include position title on subject line. Send to:

**(Insert First Nation address here)**

For more information about this and other employment opportunities, visit www.­­­­\_\_\_\_\_\_\_