



Job offer GHRDC Project Supervisor Fixed-Term Contract

**MICMACS OF
GESGAPEGIAG is a
First Nations
government with
about 110
permanent
employees whose
mission is to deliver
a variety of services
from education to
health care to
policing to the
members of the
community.**

Job location: Gesgapegiag.

Date of assumption of duties: January 2022.

Under the supervision of the GHRDC Manager, the Project Supervisor is in charge of supervising a group of up to 6 people who are re-entering the job market. The Project Supervisor is responsible for preparing weekly task lists, meeting with professionals as needed, and creating weekly reports.

The challenges of the job are:

- Prepare a weekly plan for the entirety of the project.
- Working in coordination with the GHRDC Career Counselor to plan training and workshops.
- Manage schedules and time keeping.
- Reports to the GHRDC Manager of any personnel issues that arise.
- Maintaining equipment upkeep.

Qualifications required:

- High School diploma or equivalent.
- 3-5 years of experience in supervisory role.
- Excellent oral and written skills in English.
- Mi'gmaq and French an asset.
- Proficient computer skills (MS Word and Excel)
- Good capacity to communicate and to listen.
- Must have a valid Medicare card.
- Must have valid driver's license.
- Clean criminal record.

Profile of the ideal candidate:

- High level of attendance.
- High level of confidentiality.
- Good personality and attitude with both colleagues and visitors.
- Demonstrates a strong work ethic.

Hiring priority: Given to Gesgapegiag Mi'gmaq followed by other Mi'gmaq, other First Nation persons and members of the general public.

All applications will be treated in a confidential manner.

**Send your cover letter and resume before
Friday December 10th, 2021 12:00 PM (noon) to:
Susan Willett, Human Resources Generalist
E-mail: susan.willett@gesgapegiag.ca**