



KEBAOWEK FIRST NATION
BAND OFFICE DEPT.

819-627-3455
kebaowek.ca
110 rue ogima

JOB OPPORTUNITY - FIXED TERM

WILLS AND ESTATE COORDINATOR

Deadline to Apply: Friday, May 26, 2023 by noon

Duration: Term to March 31, 2024

Start Date As soon as possible

Salary: According to KFN Salary Scale

Description

Reporting to the Director of the Band Office, the incumbent is responsible to promote the need for a will for our members through various activities, workshop, and information sessions. He or she will need to establish and maintain active relationships with community and partners to develop regular communications through various media outlet. The incumbent will also be responsible in developing capacity and access to training in the administration of Estate planning to address the need for sustainability within KFN.

Requirements

High School Diploma or equivalent;
Organized, detail oriented, and able to prioritize;
Motivated, a self-starter, independent and proactive;
Must be able to work flexible hours, including some evenings, weekends and holidays;
Must possess a valid driver's license.

APPLY NOW

Please email your CV and Cover Letter
mlevesque@kebaowek.ca

Only selected applicants will be contacted.