



SWAN RIVER FIRST NATION

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Date: October 30, 2018

Temporary Employment Opportunity

Swan River First Nation is participating in an Energy Audit initiative and as part of the project, we will be conducting surveys of the houses within the Nation. The purpose of this project is to develop energy reduction strategies in an effort to reduce energy costs for the Nation and its members. As part of this project, we are seeking to fill a temporary position for the Energy Audit project that will be starting in November, 2018. The term of the position is between 4 – 6 weeks with a possibility of an extension of no longer than 2 weeks.

EMPLOYMENT TERM

We are looking at a start date of November 12, 2018.

GENERAL DUTIES

- Performing pre-audit home visits and informing the members about the project purpose and process
- Scheduling appointments with homeowners for the surveyors to perform audits in a timely manner
- Attend all appointments with the surveyors during audits
- Assist the surveyors with preparations for the audit and attending appointments
- Work with project manager to ensure expedient, efficient and complete performance of Energy Audit Survey

QUALIFICATIONS

- Positive and personable approach with working with the public
- Team player and progressive thinker
- Fair knowledge of Swan River Land Base
- Strong ability to communicate with members to ensure project completion
- Some knowledge and experience with carpentry would be an asset

Please drop off your resume at the Administration office or forward a copy to ccpsrfn@gmail.com
Deadline for applications will be November 6, 2018.