



Employment Opportunity Outreach Worker

MGBHLM is seeking a Full Time Outreach Worker to fill a position at our Prevention Building. Position reports to Prevention Manager. They will demonstrate excellent interpersonal, problem solving and organizational skills as well as possess skills including the ability to communicate and liaise with all staff, community organizations and community members.

ROLES & RESPONSIBILITIES:

- Assist with the delivery of recreation, sport, and leisure programs and services for all ages in the community
- Assist in distributing program guides, brochures, and advertisements
- Respond to general and program-specific inquiries using strong communication skills, listening effectively to concerns, and providing high-quality customer feedback
- Assist the Nation in all special events and festival activities such as Canada Day; assist in the supervision and recruitment of tournaments and special events that are local
- Perform all other duties as assigned by the Prevention Manager

QUALIFICATIONS/EXPERIENCE:

- Grade 12 diploma or equivalent
- Previous experience in program planning or facilitation
- Ability to facilitate group programming and manage group dynamics
- Strong organizational and time management skills.
- First Aid/CPR C certification.
- Class 5 Driver's License.
- Clear CPIC (Canadian Police Information Center Check)

WORKING CONDITIONS:

- High level of trust and self-motivation expected.
- Staff will respect each other's time, space, and need for concentration.
- Socializing and personal interruptions must not impede workflow.
- Staff are working in sensitive and confidential circumstances and are expected to maintain strict workplace confidence at work and out of work.
- All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content.

- Staff are encouraged to recommend ideas for the improvement of their department and job that are consistent with the departments work and standards.
- Work issues and problems must be brought to the attention of the employee's supervisor in writing so the concern may be addressed within the structure of the Human Resources Manual.
- All Staff will ensure a safe working environment that is a drug and alcohol free.

Organizational Relationships

The Mosquito GBHLM First Nation is a drug and alcohol-free workplace.

- Staff will respect each other's time, space, and need for concentration.
- Socializing and interruptions must not impede workflow.
- Staff will provide Staff assistance as requested
- Each employee may be asked from time to time to cover other departments.
- All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content.
- All Staff will ensure a safe working environment is maintained.

Deadline: June 20 2025

HOW TO APPLY:

Please submit your resume with cover letter outlining your interest to:

Email: human.resources@mosquitofn.ca

Only those selected for an interview will be contacted.