

Aboriginal Friendship Centre of Calgary

https://www.afccalgary.org/job/program-assistant__trashed/

Program Assistant

Description

Reporting directly to the Executive Director, the Program Assistant with Aboriginal Futures Career and Training Centre, you will be responsible for supporting clients who require employment and training, by identifying employment and career development needs of clients, and providing case management action plans. The Program Assistant will also be assisting clients to develop long term career plans and determining educational needs. Other duties include providing job search preparation assistance, and facilitating workshops.

Click here for more details: [Click](#)

Contacts

Please address Resume and Cover Letter to: Executive Director

- Send resumes by Email: info@aboriginalfutures.com – or – Fax: (403) 253 – 5741
- Drop off or mail resumes to: #200 – 6011 1A Street SW, Calgary, AB T2H 0G5
- This posting will remain open until a suitable candidate has been found.
- Only the candidates receiving an interview will be contacted.

Employment Type

External

Job Location

Calgary

Date posted

March 23, 2019