Kee Tas Kee Now Tribal Council Education Authority

PENSION, BENEFITS AND WELLNESS COORDINATOR

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr. 12.

Position:	Pension, Benefits and Wellness Coordinator	**Job ID #:**	KTCEA.2024.05
Employment Status:	Permanent, Full-time	**Closing Date:**	May 15, 2024
Location:	KTCEA Administration Office	**Annual Salary:**	$ 60,065.00 - $ 71, 191.00 (Pending Education)

Job Description: Reporting to the Director of Human Resources, this position is responsible for supporting the management and coordination of Retirement Savings, Benefits and Wellness Programs for KTCEA employees

Qualifications:

- Bachelor's Degree or Diploma supplemented by training in pension and benefits administration and wellness program management, and a minimum 3-5 years' related experience. Equivalent combinations of education and experience will be considered
- Knowledge of pension and benefits administration and legislated requirements
- Knowledge of wellness programs
- Fluency in Cree an asset
- A demonstrated knowledge and understanding of First Nations culture, organizations, and communities
- Knowledge of the Atrieve System as it relates to pension and benefits administration
- Strong verbal and written communication skills
- Ability to meet tight deadlines
- Strong time management and organizational skills
- Strong stakeholder service orientation
- Proficiency in Google Suite, Word, Excel, PowerPoint and other applications as required
- Possession of a valid Alberta driver's license and ability to travel

Conditions of Employment: RCMP/Police Criminal Record Check and Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment.

Benefits: We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities

To Apply: Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the job I.D. **#KTCEA.2024.05** in the email subject line.

Visit ***ktcea.ca*** for more information.