



## **Sq'ewqéyl First Nation**

Sq'ewqél First Nation is dedicated to the health and well-being of our members through community driven service delivery. Our employees enjoy the ability to be a part of a positive environment of forward-thinking community members.

### **SUMMER STUDENT – ADMINISTRATIVE ASSISTANT TEMPORARY FULL-TIME (Summer-8 weeks) \$12.65/hr.**

Under the direction of the General Manager, the Administrative Assistant will support current programs in an administrative fashion. Key responsibilities include:

- Filing, photocopying, phone calls and other clerical duties
- Package assembly for meetings
- Develop flyers for community events
- Book meeting facilities and catering for community events and meetings
- Taking/typing up meeting notes
- Supporting the Youth/Elders Coordinator for administrative and front line services
- Supporting the CCP Coordinator for administrative and front line services
- Other activities as directed by the General Manager and/or Chief and Council

Successful candidates will have:

- Completed full-time secondary studies in the past school year and returning to full-time secondary studies in the fall (funder requirement)
- Past the age of 15 years (funder requirement)
- Aboriginal descent
- A valid Social Insurance Number (SIN) card
- Experience working with First Nations communities or equivalent experience
- Good oral and written skills
- Ability to work as a team member
- Good organizational skills and initiative
- Good computing skills, including ability to use Microsoft Office application software
- Knowledge of office administration, or willing to learn

Office space will be shared and noise or interruptions can be expected. Multi-tasking and deadlines can be expected.

### **HOW TO APPLY**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com) by **4:00 p.m. Friday, June 15, 2018.**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to a police information check (if applicable).