



## **Sq'ewqéyl First Nation**

Sq'ewqéyl 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 (secondary)- Lands Clerical Assistant TEMPORARY FULL-TIME (Summer) \$12.65/hr.**

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

- Filing, photocopying, phone calls and other clerical duties
- Creating and developing forms, pamphlets and other educational materials
- Assisting with the Land program's assessments, forms and filing
- Package assembly for meetings
- Develop flyers for community events
- Contacting members for events or required information via telephone, email or social media
- Taking/typing up meeting notes
- Supporting the Lands Assistant for administrative and front line services
- Other activities as directed by the General Manager/Lands Manager

Successful candidates will have:

- Completed full-time studies in the past school year and returning to full-time studies in the fall (funder requirement)
- 15-30 years of age (funder requirement)
- Aboriginal descent
- A valid Social Insurance Number (SIN) card
- A valid class 5 driver's license is an asset
- 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 Friday **June, 15 2018 at 4:00 p.m.**

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).