



GARDEN RIVER FIRST NATION

Summer Student Employment Opportunity



Post-Secondary Students

Position: Summer Student Employment Coordinator (1 position)
Garden River Band Office

Duration: TBD

Reports to: ASETS Supervisor / Youth Employment Coordinator

Location: 7 Shingwauk St.

Overview

The Summer Opportunities Program is a skill-based program that will allow Garden River First Nation's Secondary Students a chance to participate within the workforce, with the expectation that they will gain valuable training and career-related skills that will ultimately help them become more employable and provide them with a valuable experience. The following position will identify some specific career related transferable skills for development.

Duties/Responsibilities

- Create and maintain student files.
- Submission of student timesheets to finance department for processing bi weekly.
- Maintain summer student acct budgets
- Assist with the supervision and scheduling of tasks
- Ensure student program guidelines are being adhered to.
- Develop and assisting in workshops, programming, forms, evaluations, compile data for the final report for the Summer Opportunities Program 2019.
- Act as a Liaison to Job Development and Student Program participants, employers and various GRFN Departments.

Qualifications/Skills

- Post-Secondary Student
- Education in Business Administration, Human Resources or Office Administration an asset
- Must be in school and will be returning to school at the Post-Secondary level (College or University) in the fall of 2019.
- Must be between the ages of 15-30 years old
- Must be a Garden River Band Member and possess a valid Social Insurance Number.
- Standard CPR & First Aid training (preferred).
- Possession of a valid class G Driver's License and access to a vehicle considered an asset.
- Knowledge of general office procedures, Microsoft computer applications, email and internet.
- Excellent problem solving, communication and interpersonal skills.
- Having experience working with students in a supervisory role and knowledge/background in budgeting and finance an asset.

Interested applicants please send a cover letter and detailed resume by
Tuesday May 21st, 2019 by noon

Please ensure Summer Student Employment Coordinator is noted as reference to in the email or envelope.

We would like to thank all applicants that applied but only those selected for an interview will be contacted. Thank you for your interest in Garden River First Nation

Please submit Cover Letter and Resume to:

Garden River First Nation
7 Shingwauk Street, Garden River
ON, P6A 7B2

Or

employment@gardenriver.org

Paul Calic, Human Resources Manager

8 May 2019
Date Signed