



# GARDEN RIVER FIRST NATION IS HIRING

## Summer Student Employment Opportunity



*In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.*

### **POST SECONDARY & SECONDARY STUDENTS**

Position: **Summer Community Events Worker**  
Wage: 15.55/hour  
Location: **Administration Office**  
Report to: **Executive Assistant**

### **POSITION SUMMARY**

The Summer Opportunities Program is a skill-based program that will allow Garden River First Nation's Secondary and Post-Secondary Students an opportunity to participate within the workforce, with the expectation that they will gain valuable training, experience, career-related and transferrable skills that will ultimately help them become more employable.

### **DUTIES**

- Provides administrative support both clerical and with special projects (I.e. – Community Days and GRFN Pow Wow)
- Small administrative tasks, answering phones, taking messages
- Photocopying and preparing Agenda's
- Greeting clients in professional manner
- General maintenance for all Summer Events
- Performing other related duties as may be required and assigned

### **QUALIFICATIONS**

- Must be a Garden River Band Member and possess a Social Insurance Number
- Currently enrolled in Secondary School, and returning at the Secondary or Post-Secondary level in the Fall of 2022 – Mature student applicants are welcomed
- Ability to be consistent and display a positive/helpful attitude
- Ability to work independently and with members of a team
- Able to stand long periods of time on feet involving walking, heavy lifting, prolonged bending, crouching, kneeling and/or climbing
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

*\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **June 29<sup>th</sup>, 2022 @ 4:30PM**. Please address the envelope and/or email **"Summer Coordinator– 2022-81"** and submit to:  
Human Resources - Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

**Date Posted: June 15<sup>th</sup>, 2022**

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

