



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 Coordinator**

Wage: 19.50/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
- Prepare for meetings, prepare minutes and agendas
- Greeting clients in professional manner
- Maintain a friendly inviting atmosphere with the public and greet guests, assist and providing information, directions and/or assistance as appropriate
- 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
- Related skills such as Health & Safety Courses including WHMIS, Standard First Aid
- 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 and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **June 29th, 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

Date Posted: June 15th, 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.

