



Ts'kw'aylaxw First Nation

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JOB POSTING

One (1) HIIY HOUSING YOUTH INTERN POSITION – TEMPORARY 22 WEEKS

June 1, 2022

Housing Intern Job Summary

- ◆ Temporary position as the Housing intern
Work closely under the supervision and guidance of the Housing Coordinator within the Administration Office and in the field. Will be involved in filing, inputting data and minor repairs and maintenance of rental units.

Responsibilities:

- The help with filing and attaching files into the computer
- Delivery of memos to tenants
- Answer phones, perform some reception duties
- Participate in training programs offered
- Minor maintenance of rental units and some weed whacking

Qualifications:

- Must possess a valid class 5 driver's license
- Have reliable transportation
- Must possess good interpersonal and communication skills
- Must have good telephone skills
- Must have computer skills
- Some experience doing minor repairs
- Be physically fit and be able to lift 50lbs
- Clear Criminal Record
- Driving abstract

Terms of Employment:

35 Hours per week, 5 days per week
22 weeks in length
July 2022 – end of November 2022
Must be between ages of 17 – 30

Closing Date: Friday June 17, 2022

Start Date: July 4, 2022

Hours: 8:30am to 4:00pm (Monday to Friday)

Send a Cover Letter and Resume either in person to the TFN Administration Office or emailed attention Candy Karayannopoulos, Housing Coordinator; Ts'kw'aylaxw First Nation at

housing@tskwaylaxw.com