



## **Ts'kw'aylaxw First Nation (TFN) (1) Summer Student Position (8 weeks)**

### **Job Description:**

Summer Student (Post-Secondary or High School)

### **Reports to:**

Economic Development Officer

### **Overview of Responsibilities:**

Under the direction of the Band Administrator for the Ts'kw'aylaxw First Nation (TFN), and subject to its policies and regulations, the Summer Student will play a key role in organizing and supporting TFN Administration Staff. As time permits, other projects and tasks will be assigned including general operations and maintenance and administrative duties.

### **DUTIES & RESPONSIBILITIES:**

- Receive and direct clients, making appropriate referrals.
- Provide office support and perform general clerical duties including answer telephones, photocopying, scanning, facsimiles, and scheduling appointments.
- Maintain filing system, both hard copy and electronic.
- Maintain office supply inventory, placing orders as required.
- Participate in and support all TFN activities including volunteer activities.
- Maintain client confidentiality.
- General Operations and Maintenance work in and around office.

### **QUALIFICATIONS / EXPERIENCE:**

- Experience receiving clients, determining their needs, scheduling appointments and making appropriate referrals an asset;
- Experience performing general clerical duties; photocopying, scanning and faxing;
- Schedule meetings and maintain Website;
- Strong computer skills preferred;
- Strong organizational, communication and problem-solving skills preferred.
- Valid BC Drivers' license and/or reliable transportation an asset;
- Experience answering telephones and transferring calls;
- Experience maintaining office supply inventory, taking stock and ordering supplies;
- Must maintain professional conduct and adhere to the TFN Code of Ethics;
- Must submit to and clear a Criminal Record Check; and
- Must be physically fit and able to lift 50lbs.



**OTHER:** Monday to Friday (35 hours per week until August 29, 2022). Eligible post-Secondary student must provide course schedule/transcripts for 2022-23 session.

**Important:** Must meet the eligibility requirements of the Canada Summer Jobs Program.

- is between 15 and 30 years of age (inclusive) at the start of employment;
- is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

**Cover Letter and Resume** can be delivered in person to the TFN Administration Office or emailed to the attention of: Clinton Roan, Economic Development Officer / Interim Administrator; Ts'kw'aylaxw First Nation at [EconDev@tskwaylaxw.com](mailto:EconDev@tskwaylaxw.com). **Closing date: Extended to July 29, 2022**