



S.A.Y. LANDS OFFICE

www.saylandsoffice.ca

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

PROGRAMS ASSISTANT-SUMMER STUDENT

Summer Student Position, 8 weeks (July 5-August 26)

Wage: \$ 15.65/hour

The S.A.Y. Lands Office manages lands on behalf of Skowkale, Aitchelitz and Yakwekwioose First Nations. Employee works independently or as a part of a team and is expected to develop and maintain positive working relationships with leadership, other staff and community members.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assisting and Supporting Administration Staff, filing, newsletter, office organization, and setup
- Assisting and Supporting Maintenance Staff,
- Supporting any other programs that may be going on

KNOWLEDGE AND SKILLS REQUIRED:

- Ability to manage a group of school-age children
- Past the age of 18 years
- A valid Social Insurance Number (SIN) card
- Understanding of First Nations culture
- Good oral and written skills
- Ability to work as a team member
- Good organizational skills and initiative
- Experience with administration/or maintenance
- Current first aid certification (desirable)
- Clear criminal record check
- Ability to physically perform the active duties required

PERFORMANCE COMPETENCIES AND CRITERIA:

- Demonstrates ability to perform basic administrative/or maintenance tasks
- Demonstrates good written and oral communication skills
- Demonstrates ability to work collaboratively with others
- Demonstrates ability to engage with the community children, parents and community members in a constructive and respectful manner
- Demonstrates problem-solving skills and initiative
- Demonstrates good time management skills
- Contributes to development of a professional and collaborative working environment

WORK CONDITIONS:

- Indoor and outdoor moving expected
- Current work site is a shared office
- Multi-tasking can be expected
- Engagement may be demanding or stressful

TERMS OF EMPLOYMENT:

- Reports to Community Services & Program Manager
- Employee signs a standard form contract of employment, termed for 8 weeks.
- Work hours are 35 hours weekly (plus overtime if required and approved)
- Hourly wage of \$15.65/hr, payable biweekly and not in advance

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkalefn.com, position is open until filled. *(Please include position title in the subject line)*