



EMPLOYMENT OPPORTUNITY

SUMMER STUDENT LIAISON

Salary: \$18.00/hour, 35 hours per week, 12 weeks

The Whitefish River First Nation (WRFN) is seeking a motivated individual to fulfill the role and responsibilities for the position of Summer Student Liaison. As the Summer Student Liaison, the successful applicant will be responsible for the following:

KEY DUTIES/RESPONSIBILITIES:

- ▶ Taking the lead role as a summer student in the 2023 Summer Work Experience Program (SWEP) and become the line of communication between summer students, supervisors, and WRFN management staff.
- ▶ Create and implement a performance appraisal for all summer students.
- ▶ Assist with the recruitment process for all secondary summer students.
- ▶ Creating a template and schedule for all summer students to submit their weekly report.
- ▶ Creating a database of all summer student timesheets and ensure all timesheets are handed in on time.
- ▶ Assisting with the facilitation of any community event as assigned by supervisor.
- ▶ Assisting with the planning and facilitation of the end of summer traditional celebration for all summer students.
- ▶ Any other tasks as assigned by supervisor.
- ▶ Prepare a final activity report.

QUALIFICATIONS:

- ▶ Registered as full-time students during the preceding academic year (2022/23) and who intend to go to school on a full-time basis in the next academic year
- ▶ Possession of valid 'G' class drivers license & access to a reliable vehicle is considered an asset.
- ▶ Must be member of Whitefish River First Nation.
- ▶ Excellent verbal and written communication skills
- ▶ Basic computer skills and knowledge of Microsoft Office.

Applications will be accepted via email, fax, and mail or in person to the attention of:

CONFIDENTIAL:

Tricia Podlatis, Human Resources Manager

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON POP1A0

Email: applications@whitefishriver.ca; Fax: (705)285-4532

Applications must be submitted by **May 26th, 2023** by 4:30 p.m. and must include the following;
Cover letter, current resume, and 2 work-related reference names (with contact information).

We thank all who apply, however only those applicants selected for an interview will be contacted.