



Whitefish River First Nation is seeking a

Summer Student Liaison

The Summer Student Liaison will be responsible for the following:

- Will be the lead for the 2024 Summer Work Experience Program (SWEP).
 - Assist with the recruitment process for all secondary summer students.
 - Create a schedule for all summer students to submit their weekly reports and timesheets.
 - Ensure proper onboarding and training for students.
 - Assist with the facilitation of any community events as assigned by supervisor.
 - Assist with the planning and facilitation of the end of summer events.
 - Any other tasks as assigned by supervisor.
 - Prepare a final report on summer student activity.
- **QUALIFICATIONS:**
- Must be member of Whitefish River First Nation.
 - Valid G license and access to own vehicle would be an asset.
 - Must be registered as full-time students during the preceding academic year (2024/25) and will be returning to school on a full-time basis in the next academic year.
 - Excellent verbal and written communication skills.
 - Basic computer skills and knowledge of Microsoft Office.

Deadline to apply: May 3, 2024 at 12 p.m.

Email cover letter, resume to: jobapplications@whitefishriver.ca

Subject: Summer Student Liaison

*Please include 1 professional reference and 1 character reference.

