



## EMPLOYMENT OPPORTUNITY

### SUMMER STUDENTS

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#### **QUALIFICATIONS**

- Must be a registered member of Henvey Inlet First Nation. *Other registered First Nation student members will only be considered for student vacancies left unfilled by Henvey Inlet First Nation student members.*
- Students in Grade 9 or higher **must** have a valid **Social Insurance Number** (*Grade 8 students going into Grade 9 do not require a SIN*)
- Must have attended classes no less than 75% of the time for the 2024-25 school year; absence rate must be 25% or less for the 2024-25 school year
- Must be enrolled in and returning to school in September 2025
- Must be available for the full contract term from July 7<sup>th</sup> to August 15<sup>th</sup>, 2025

#### **AVAILABLE POSITIONS**

##### **Trailer Park/Marina Summer Student**

- Perform a variety of janitorial, landscaping and maintenance duties for the Trailer Park and Marina
- Ensure asset and equipment security and integrity
- Maintain ongoing communication with customers and assist them when needed
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

##### **Maintenance Summer Student**

- Assist with general maintenance of community grounds including grass cutting, brush cutting, general landscaping and garbage collection all Henvey Inlet First Nation buildings
- Assist with setting up the Firehall for workshops and cleaning up afterwards
- Assist with basic carpentry and plumbing repairs
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

##### **Home Maintenance Summer Student**

- Perform exterior maintenance of Elders' homes including landscaping and grounds maintenance
- Perform interior maintenance of Elder's homes including basic house cleaning
- Greet clients, answer phones and transfer calls to appropriate individuals or departments
- Provide general administrative and clerical support to health centre staff including preparing documents and filing
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

##### **Recreation and Cultural Assistant Summer Student**

- Assist with planning and implementing cultural and Right-to-Play recreational activities
- Assist with the completion of department reports, letters, posters and promotional materials
- Provide general administrative and clerical support
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

##### **Office Administration Summer Student**

- Answer phones and transfer calls to appropriate individuals or departments
- Greet and screen all visitors including temperature checks
- Prepare incoming and outgoing mail for distributions
- Provide general administrative and clerical support to assigned departments including preparing documents and filing
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

**Human Resources and Finance Administration Summer Student**

- Assist with coding incoming invoices and counting monies from Band source revenue
- Assist with preparation and mailing of outgoing cheques
- Assist with recruitment by coordinating hiring committees and interviews
- Provide general administrative and clerical support to the Human Resources and Finance departments including preparing documents and filing
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

**Summer Student Floater (Multiple positions)**

- Provide general administrative and maintenance support to various Henvey Inlet First Nations departments
- Provide backup support to the Gas Bar when required
- Answer phones, conduct research, draft letters, forms and reports and file documentation
- Assist with coordination and preparation of department workshops, meetings and events
- Assist with general landscaping and maintenance of community grounds
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisors

**HOURS OF WORK**

Full-Time – 35.5 hrs/week

**REMUNERATION**

\$18.52/hour

**CONTRACT DURATION**

July 7<sup>th</sup> to August 15<sup>th</sup>, 2025

**APPLICATION DEADLINE**

June 24, 2025

Those interested in applying should submit their **resume**, **cover letter** and **attendance record** in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

**Interviews will take place on July 3, 2025 for those selected.**

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.