



# AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

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## **EMPLOYMENT OPPORTUNITY**

**Position Title:** Summer Student – Council Clerk Administrative Assistant – Administration Office (**Post-Secondary**)

**Location:** Sarnia, ON

**Duration:** 35 Hours/week (July 4<sup>th</sup>, 2023 - August 25<sup>th</sup>, 2023)

**Posting Closes/Deadline:** June 19<sup>th</sup>, 2023

**Interview Date(s):** June 22<sup>nd</sup> & 23<sup>rd</sup>, 2023

### **Position Summary:**

Under the direction of the Band Manager and Finance Coordinator, the summer student will assist in the daily operations of the administration office. The summer student will assist the Bank Council Clerk with day-to-day administrative and clerical support to the Chief, members of Council, and to the Band Manager.

### **Responsibilities:**

- Assist to coordinate the Chief's, Council, and Band Manager Calendar
- Schedule and organize meetings and appointments (book meeting spaces, draft agendas and distributes meeting materials).
- Make travel arrangements and prepare itineraries on behalf of the Chief.
- Maintain security and confidentiality of information held in the executive office.
- Perform general duties and office equipment (MS office environment, organizing, filing, shredding, and photocopying documents, and files, etc.)
- Orders, organizes, and maintains office supplies.

### **Skills and Personal Attributes:**

- Strong interpersonal and organization skills.
- Work independently.
- Time management skills.
- Possess culture awareness and sensitivity.
- Demonstrate keen attention to detail, and precision.

**Requirements:**

- First Aid/CPR Training
- Health & Safety/WHMIS Training
- Budgeting Training
- Customer Service Training
- Resume Building Training
- Interview Skills Training
- Must be a student enrolled in a post-secondary school and returning in the fall.
- Must have a Social Insurance Number
- Under the age of 30
- Preference given to Aamjiwnaang First Nation Band Member

**Application Process:**

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to:

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5

Attention: Ashley Fisher  
Human Resources Officer

Or

[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)

Or

519-336-0382 fax