



AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

Position Title: Summer Student – Environment Department – Administrative Assistant (Post-Secondary)

Location: Sarnia, ON

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

Posting Closes/Deadline: June 19th, 2023

Interview Date(s): June 22nd & 23rd, 2023

Position Summary:

Work with the Environment Coordinator and the Environment Committee on Environmental projects under the policies established by the Aamjiwnaang First Nation.

Responsibilities:

- Participate in data collection and fieldwork associated with natural resources of Aamjiwnaang First Nation
- Assist with collecting samples of air, water, soil for analysis
- Participate in training and workshops
- Provide administrative support services on environment issues
- Attend Environment Committee meetings
- Provide organization and support with typing minutes and memos

Knowledge, Skills and Abilities:

- Interested in learning about the Environmental Protection Act (EPA), Environmental Assessment Act (EAA) and Aamjiwnaang's Consultation Protocol
- Interested in learning about activities that may impact on Aamjiwnaang Aboriginal Treaty rights and/or interests
- Ability to develop communication materials
- Exhibits high degree of initiative and self direction
- Good analytical, organizational and communication skills
- Well developed interpersonal skills, including an appreciation of the need for tact discretion and a positive, informed approach with the public
- Working knowledge of computer-based data management programs for administrative purposes

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

Or

519-336-0382 fax