



AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

Position Title: Summer Student – Tribune 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:

Assist the Newspaper Editor to initiate, coordinate, edit and produce the Tribune,

Responsibilities:

- Review past newsletters, bulletins, notices to determine what articles might be required
- Review upcoming events with Coordinators to determine necessity for attendance and photo opportunity
- Responsible for the development and maintenance of mailing lists and distribution to the readership
- Responsible for providing information about job postings
- Circulate Council agenda/minutes via email and hand delivery of paper
- Input information into desktop publishing program
- Publish content with readers needs in mind
- Stay up-to-date with local affairs
- Other duties as assigned

Knowledge, Skills and Abilities:

- Excellent command of written English, and literary skills and devices
- Motivation and self-discipline to work without supervision
- Ability to work to tight deadlines
- IT and typing skills
- Strong written and oral communication skills.
- A keen interest in news, current affairs, business and people
- Accurate spelling, grammar and punctuation
- Good organization skills

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

For more information, check us out online at www.aamjiwnaang.ca