



POSTED: MARCH 27, 2024

## **BEAUSOLEIL FIRST NATION EMPLOYMENT OPPORTUNITY**

### **SUMMER EMPLOYMENT COORDINATOR**

#### **INTRODUCTION:**

Beausoleil First Nation is looking for a dynamic and enthusiastic self-starter to fill the position of **Summer Student Employment Coordinator**.

The coordinator will be responsible for coordinating summer employment opportunities for post-secondary students, high school students and grade 8 students.

The coordinator will work closely with the Trust Office and Education Department of BFN to identify skill areas of students as well as a needs analysis of other BFN departments and affiliated organizations throughout the region in terms of human resource support.

#### **MINIMUM QUALIFICATIONS:**

- Grade 12 graduate, post-secondary graduate or student currently enrolled in studies is a requirement.
- Previous Experience Working with Young Adults is an asset
- Flexibility and willingness to work extended hours during orientation season
- Successful candidate will be required to provide a copy of their valid driver's license & drivers abstract, and Criminal Reference Check
- Due to the nature of the funding, applicants must be a Beausoleil First Nations member.

#### **ESSENTIAL DUTIES:**

- Coordination and facilitation of a Job Fair for Prospective Students
- Maintain contact with each student and their supervisors to ensure student success
- Coordinate orientation for hired students
- Bi-weekly approval and submission of student time sheets
- Manage a log of students and hours worked each week
- Assist in managing conflicts
- Advise students of safety gear needed for students, if applicable
- Work collaboratively with other BFN departments and affiliated organizations
- Ensure delivery of final report on program success and make note of any recommendations going forward.

**KNOWLEDGE AND SKILLS:**

- Knowledge and understanding of the Niigaaning G’Chi Mnissing Trust Agreement and Beausoleil Williams Treaty Settlement Trust (BWTST) community trust agreements
- Must understand the need to work within strict deadlines and the mandate of the BFN Trust Office and to seek direction where appropriate and as needed.
- Ability to work effectively and promptly with minimal supervision
- Must demonstrate excellent judgement, be of good character, trustworthy and demonstrate/maintain professional confidentiality
- Excellent Computer Skills (Microsoft Word, Excel, PowerPoint, Outlook)
- Respect and Enthusiasm about serving our youth and creating a positive atmosphere for them.
- Knowledge of Indigenous Language and Culture is an asset.
- Must be willing to take appropriate training as identified

**Duration:** Term Contract, 20 to 24 weeks

**Closing Date:** **Tuesday, April 11, 2024 @ 4:00PM**

**Hours of Work:** 35 hours per week, shift work, must be available for weekends

**Range of Pay:** DOQ\DOE

**Eligibility:** Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member.

Direct Supervisor: Joseph Stup  
Trust Comptroller

Functional Supervisor: Dan Monague  
First Nation Administrator

**HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
Attention: Human Resources Department  
11 O’Gema Miikan, Christian Island, ON, L9M0A9  
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

**Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.  
*Your application package must be clearly marked with your name and the position you are applying for.  
We thank all who apply; however, only those selected for an interview will be contacted.*