



Date Posted: March 15, 2023

## **BFN TRUST OFFICE SUMMER STUDENT 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 student, high school student and grade 8's.

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/Student in Community Development and/or Human Resource Management would be considered an asset.
- 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 22 weeks

**Closing Date:** **Tuesday, March 28, 2023 @ 4:30PM**

**Hours of Work:** 35 hours per week, shift work, must be available for evening and weekends. Travel and overnight stays will be required.

**Range of Pay:** \$18.00 to \$20.00 per hour (DOQ\DOE)

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

Direct Supervisor: Jacob Monague  
Project Coordinator

Functional Supervisor: Joseph Stup  
Trust Comptroller

#### 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.*