



Head Office - Reserves 22A1/22A2

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EMPLOYMENT OPPORTUNITY - SUMMER STUDENT

Position Title:	Summer Students – Education Administrative and Program Support
Location:	Lac des Mille Lacs First Nation - Administration Office (Thunder Bay)
Salary Scale:	\$17.00 per hour x 30 hrs a week
Closing Date:	June 14, 2018

Lac des Mille Lacs First Nation was successful in obtaining funding for (3) summer student positions through the 2018-2019 First Nation & Inuit Youth Employment Strategy.

The First Nation offers an exceptional learning opportunity for current students (age 15-30) seeking a rewarding summer work experience. The successful applicant(s) will be responsible for providing administrative and program support in the LDMLFN Education Department to ensure that the programs are provided in an effective manner. The individuals will provide administrative assistance, such as filing and general office duties. Additionally, the individual will provide program support, such as preparing for and assisting at designated program events. Other duties may be assigned as required.

Qualifications:

- High school or post-secondary students returning to school in the fall of 2018.
- Punctual, organized and able to work independently and as part of a team.
- Must be available to work flexible hours (including weekends) and have reliable transportation to the Administration Office.
- Applicants are asked to expound in their covering letter, what skills they bring to the position and what they hope to learn from the job experience at LDMLFN.

Drop Off Applications: **Lac des Mille Lacs First Nation – Band Administration**
690 Mountain Road, Suite 100, Thunder Bay, ON, P7J 1G8

Fax: (807) 622-9866

Email: ldmlfn@tbaytel.net

We thank all those who apply. Only applicants selected for an interview will be contacted.