



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

SUMMER JOB OPPORTUNITY

Job Title: (Corporate Services) Clerk Trainee	Posting #: 25-2022
Department: Administration	Level: Entry Level
Supervisor: Executive Assistant, Betty-Lou Gushue	Total Weeks: 8 weeks
Key Duties: Recordkeeping, Data Entry, Office Errands	Starting Rate: 15.65 /hour
Funder: NENAS	Posted: June 06, 2022
Work Term: July 04, 2022 to August 26, 2022, 35 hours per week	Closes: June 23, 2022

JOB SUMMARY

In accordance with the established vision and values of the Fort Nelson First Nation Reaching for Our Vision, this job will provide an individual (age 15-30) with an opportunity to develop knowledge, skills and abilities to assist in gaining future employment.

The Corporate Services Clerk Trainee will assist staff in the Administration and Corporate Services work unit in delivering services to the organization. Specific duties include: creating digital files to store documents, logging data into spreadsheets, cross referencing/checking documents, maintaining records filing systems, and general clerical assistance. General duties include providing general support to senior staff who control and organize and maintain records and research, and will also include developing skills with community engagement activities that take place during Annual Celebration.

YOUR "KNOW-HOW" INCLUDES:

- Safety for self and others
- Questioning and seeking understanding
- Computer skills
- Physical Fitness self-care
- Dependability

DUTIES AND RESPONSIBILITIES

1.0 GENERAL DUTIES

- 1.1 Will learn to create digital files and label document and populate digital files. Will assist with scanning documents, and assist with general office clerical duties such as greeting visitors, answering and transferring callers, sending and receiving mail and office packages.
- 1.2 Will learn to assist with office activities such as faxing and photocopying and documents location, storage, and management.
- 1.3 Will learn to assist with general clerical activities that support senior clerical staff.
- 1.4 Will learn to assist with developing basic digital folders, document labeling, and document tracking.

2.0 SAFETY

- 2.1 Will learn to attend safety meetings and team work planning sessions and contribute ideas.
- 2.2 Will learn to assess work and work areas and not undertake any work that poses hazard or risk.

3.0 COMMUNICATION

- 3.1 Will be responsible to communicate safety issues and work activity issues to staff so that they can assist with guidance, coaching and mentoring and corrective actions.
- 3.2 Will ask questions and gain understanding of the work prior to completing the work activity.
- 3.3 Will communicate problems to the supervisor.

4.0 PHYSICAL FITNESS

- 4.1 Will participate in work activities that require physical activity, such as walking, carrying boxes, bags and other materials, and occasionally working in outdoor environments.
- 4.2 Will participate in self-care for own health and wellness to ensure you are well rested, alert, and ready to perform your duties each day.

5.0 Other related duties may be occasionally be assigned by the Supervisor, or designee.



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REQUIRED QUALIFICATIONS

- Must be committed to the term and be available for work for 8 weeks from July 4 – August 26, 2022
- Must be Aboriginal status, non-status or Inuit youth (15-30 years old) residing in the NENAS service area; may consider 14 if turning 15 prior to end of August 2022, but only if social insurance number is in place prior to hiring and with parental consent.
- Must have a valid Social Insurance Number.
- Must be registered full time-student at a junior/ senior high school, or at a post-secondary institution during the prior academic year, and you intend to return to school on a full-time basis in September.
- Ability to work independently and as part of a team and maintain agreeable relationships.
- Physical fitness and ability to work days, evenings and weekends, including in an outdoors environment.
- Ability to complete duties in a safe manner, following established safety rules, policies and procedures.
- Good organizational, time management and prioritization skills.
- Good communication and writing skills.
- Driver's license is an asset but not required.
- Ability to arrange own transportation to and from work in the FNFN community.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccination status.

WORK CONDITIONS

- Ability to lift up to 10 lbs. boxes, file-boxes, and equipment.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
- Manual dexterity required to use desktop computer and peripherals.
- Will be required to work in and out of office.
- Will wear Personal Protective Equipment when required.

APPLICATION INSTRUCTIONS

Closing Date: June 23, 2022. **Start Date:** July 4, 2022. Kindly forward your resume by: Fax: 250-774-7260, E-mail: recruitment@fnnation.ca or drop off at the Administration Building at 2026 Kennay Yah Road.

We encourage FNFN members to apply and we accept resumes from all individuals meeting the minimum qualifications. Priority will be given to Indigenous youth as it aligns with our Fort Nelson First Nation Reaching for Our Vision initiatives, in compliance with governing legislation.

Starting Rate of \$15.65 per hour is for entry level (no experience); starting wage rate will differ (increase) for returning and/or experienced workers.