



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

YOUTH JOBS POSTING

Job Title:	Various Summer Jobs Available, for Youth ages 15-30	Posting #:	2019-14-1.0
Department:	Pending Job	Term:	Summer
Location:	On Reserve	FTE:	280 hours
Supervisor:	Head of Department, or designee	Starting Rate:	\$14.00 per hour
Key Areas:	Safe Work Practices, Reliable	First Posted:	13-05-2019
Effective Date:	May 2019	Closes:	24-05-19

SUMMARY / SCOPE

Summer workers are expected to assist with specific duties applicable to the job type and department that they will be working in. Each position is supported with daily guidance and direction provided by a senior staff member and through regular team meetings. Individuals will work 35 hours per week, for a total of 280 hours during the course of the summer.

We are currently accepting resumes for the following summer jobs:

Environmental Stewardship Trainee, will work with staff in the Lands Department

Property Management Trainee, will work with staff in the Capital Works (and Housing) Department

Office Clerk Trainee, will work with staff in the Capital Works (and Housing) Department

Junior Maintenance Worker, will work with staff in the Capital Works (and Housing) Department

Applicants should have a positive outlook towards the work type, and a good level of energy, and keen eye for detail and personal safety. Applicants should possess a mature attitude and be able to work independently on small tasks, and also be able to positively contribute to a teamwork environment. Applicants should demonstrate the following qualities:

- Customer Service Skills
- Communication Skills
- Reliability
- Listening

Note: some positions require basic computer skills

MINIMUM QUALIFICATIONS

- Aboriginal status, non-status or Inuit youth (15-30 years old) residing in the service area, and may be facing barriers to employment maintenance
- Possess a Social Insurance Number
- Able to work independently or as part of a team and maintain agreeable relationships with public/staff
- Physically fit and able to work days, evenings and weekends, including outdoors; some positions will work periodically in weather conditions; heat, rain, wind, humid, insects, uneven terrain, etc.
- Able to complete duties in a safe manner, following established safety rules, policies and procedures
- Good organizational, time management, and prioritizing skills
- Good communication, and writing/documentation skills
- Ability to arrange own transportation to and from work in the FNFN community

WORK CONDITIONS

- At times may be required to lift boxes or equipment in accordance with work safe regulations
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
- Interacts with employees, management staff, and community members.
- Manual dexterity required to use desktop computer and peripherals.
- Auditory concentration is required to listen attentively, to be alert and to obtain and interpret information correctly.
- Manual dexterity required to operate computer and peripherals
- Will be required to work in and out of office.



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- Will be required to work outdoors in summer conditions
- May be required to wear Personal Protective Equipment
- May be exposed to hazards associated with working with equipment required to perform the work

APPLICATION INSTRUCTIONS

Closes: May 24, 2019. **Start Date:** June 03, 2019. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

Please note that in some cases a Parent/Guardian will be required to sign consent forms for minors.