



DZAWADA'ENUXW FIRST NATION

Summer Student Program Manager Employment Opportunity

The Dzawada'enuxw First Nation (the "DFN") is looking to hire a Summer Student Program Manager for the months of May to August to develop, coordinate and run their Summer Student Program.

Job Duties:

- Work with the DFN department heads and staff to match up summer students with employment opportunities in the village;
- Liaise with the summer students to determine the types of employment and training opportunities they are interested in;
- Coordinate all training workshops: including contacting and securing contractors and arranging all contracts, travel and details;
- Create and manage budget of expenses needed;
- Complete purchase orders as needed and ensure paperwork is all completed for orders, training etc.;
- Complete any funding reporting forms as needed; and
- Daily supervision of the summer students including overseeing leave forms, timesheets etc.

Skills and Abilities Required:

- Mature, reliable and good role model;
- excellent organizational and report writing skills;
- office management and paperwork reporting skills;
- ability to work independently and as part of a team;
- some post-secondary preferred but not required.

Details:

- Term: May 1st to August 31st: Full-time, on site in Kingcome for July and August is required as you must be on site for supervision of students; May and June can be full-time or part-time if preferred and some work may be negotiated to be done remotely;
- Salary range 22.00-25.00/hour

Please submit cover letter and resume to dfn.administrator@kingcome.ca and cc to dfn.adminassistant@kingcome.ca by April 29, 2023 at 4:30 p.m.