

## APPLICATION FOR SUMMER EMPLOYMENT

Position(s) Applied for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this address on a First Nation? \_\_\_\_\_

What is your area of study? \_\_\_\_\_

Are you a Status Indian? \_\_\_\_\_

Are you currently a Full-Time Post Secondary Student or Secondary School Graduate? \_\_\_\_\_

Will you be returning to school as a Full-Time Post Secondary Student this fall? \_\_\_\_\_

Have you been convicted of a criminal offence for which a pardon has not been granted? \_\_\_\_\_

Do you have a permanent residence on a First Nation? \_\_\_\_\_

Are you between the ages of 18 and 29 (inclusive)? \_\_\_\_\_

To be considered for employment, please ensure the following have been completed:

- \_\_\_\_\_ Application Complete
- \_\_\_\_\_ Cover Letter Attached
- \_\_\_\_\_ Resume Attached
- \_\_\_\_\_ At least 1 reference attached

Questions and completed applications may be sent to:

Ian Beardy, Human Resources Coordinator

Phone: (807) 707-3094

Fax: (807) 623-7730

Email: [ibeardy@nan.ca](mailto:ibeardy@nan.ca)

**JOB TITLE**                    **ASSISTANT (Data Entry)**

**SUPERVISOR**                **Luke Hunter, Treaty Research Director**

## **MAJOR DUTIES/ACTIVITIES**

- Provide general administrative support.
- Scan paper-based documents to PDF or TIF formats.
- Convert paper-based documents to digital image formats that can be electronically stored in database programs.
- Transcribe paper-based documents into word format and indexing into document management system/program.
- Enter data into database program(s).
- Assist with arrangements for the NAN Chief's Meeting,
- Assist with special projects.
- All other tasks as assigned

## **EXPECTED EMPLOYABILITY SKILLS GAINED/ENHANCED**

- Develop time management, typing, organizational, and computer skills
- Practical experience in an fast-paced office environment
- Opportunity to work with all levels of the organization
- Exposure to duties and activities of senior management positions

**DISCIPLINE**                    Post-secondary student in communications, IT, data management or other-related field.

**LOCATION**                        Nishnawbe Aski Nation  
Remote with possible in-office work.

**DURATION**                     15 weeks  
May 25, 2021 to August 27, 2021.

**WAGE RATE/HOUR**            \$16.50 + 4% vacation pay

**JOB TITLE**                    **ASSISTANT (Human Resources)**

**SUPERVISOR**                **Sabrina Marion, Human Resources Director**

## **MAJOR DUTIES/ACTIVITIES**

- Assist with all aspects of recruitment and selection, attendance management
- Update “Employment Opportunities” page of the corporate website
- Review and provide recommendations on policies and procedures
- Review current HR policies and procedures and make recommendations.
- Provide reception coverage as needed.
- Participate in Health and Safety meetings.
- Assist with the review and revision of job descriptions
- Prepare correspondence, memos and briefing notes
- Assist with arrangements for the NAN Chief’s Meeting
- Provide other secretarial and administrative support.
- Assist with HR file management
- Prepare manuals, orientation packages and update materials as required.
- Assist with special projects.
- All other tasks as assigned

## **EXPECTED EMPLOYABILITY SKILLS GAINED/ENHANCED**

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- Practical experience in a fast-paced office environment
- Opportunity to work with all levels of the organization
- Exposure to duties and activities of senior management positions.

**DISCIPLINE**                    Post-secondary student in human resources or other related field.

**LOCATION**                        Nishnawbe Aski Nation  
Remote with possible in-office work.

**DURATION**                     15 weeks  
May 25, 2021 to August 27, 2021.

**WAGE RATE/HOUR**            \$16.50 + 4% vacation pay

**JOB TITLE**                    **ASSISTANT (SOCIAL SERVICES)**

**SUPERVISOR**                **Bobby Narcisse, Social Services Director**

## **MAJOR DUTIES/ACTIVITIES**

- Assist department with social services, child welfare and income assistance issues
- Assist in research on various priorities of child welfare and income assistance
- Provide general administrative support (includes note taking, filing, and office support)
- Undertake bookings for travel, accommodations, and meeting rooms
- Prepare meeting kits & packages
- Formatting/Inputting Data
- Maintaining department files
- Minute taking for internal and external meetings
- Assist with arrangements for the NAN Chief's Meeting if requested
- Travel may be required to attend meetings
- All other tasks as assigned

## **EXPECTED EMPLOYABILITY SKILLS GAINED/ENHANCED**

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- Practical experience in an fast-paced office environment
- Opportunity to work with all levels of the organization
- Exposure to duties and activities of senior management positions

**DISCIPLINE**                    Post-secondary student in social services or other related field.

**LOCATION**                        Nishnawbe Aski Nation  
Remote with possible in-office work.

**DURATION**                     15 weeks  
May 25, 2021 to August 27, 2021.

**WAGE RATE/HOUR**            \$16.50 + 4% vacation pay

**JOB TITLE**                    **ASSISTANT (Women and Youth Department)**

**SUPERVISOR**                **Kahla Moses, Youth Engagement Manager**

**MAJOR DUTIES/ACTIVITIES**

- To record, transcribe, and prepare minutes of meetings as requested
- Type and distribute correspondence, reports, and other documents.
- Assist with filling and maintaining the filing system
- Type, and distribute all relevant materials such as, agendas, and information packages.
- Support staff with packaging and sending prizes from webinars and wellness boxes.
- Assist with arrangements for the NAN Chief's Meeting
- Provide other secretarial and administrative support, as required.
- Assist with tracking attendance for various department webinars, or in-person gatherings dependent on COVID-19 restrictions.
- All other tasks as assigned

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- Exposure to duties and activities of senior management positions.

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