



**CARCROSS TAGISH
FIRST NATION**

PO Box 130, Carcross, Yukon Y0B 1B0

(867) 821-4251

www.ctfn.ca

Employment Opportunity



Job Title: Administrative Summer Student (1 Position)
Department: Health and Wellness / Finance
Employment Status: Full Time – Temporary (June 24 – August 16)
Salary: \$15.85 / hour

Closing Date: June 12th, 2019

JOB SUMMARY

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Health and Wellness Director, the Summer Student will aid in the administrative needs of both the Health and Wellness and Finance departments.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assist with daily office administration needs (Ex. copying, filing, answering phones)
- Assist with office management tasks (Ex. ordering and organizing supplies)
- Assist with the creation of documents (Ex. Use of Microsoft Office, Word/ Excel)
- Participate in case planning and meetings while maintaining confidentiality

KNOWLEDGE AND EDUCATION

- Currently enrolled in grades 7 through 12
- Strong understanding of confidentiality.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Please Note:

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from C/TFN Human Resource Department
- For more information and to see additional employment opportunities, please visit our website at: www.ctfn.ca/employment
- An eligibility list will NOT be established for those who are currently enrolled in 7-12 or graduated the previous year.

PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN APPLYING.

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Apply to:

Carcross/Tagish First Nation
Human Resources Department
Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8269
Email: HumanResources@ctfn.ca