



EMPLOYMENT OPPORTUNITY

- Title:** Administrative Summer Student
- Location:** T4EA Head Office: Treaty 4 Governance Centre, Fort Qu'Appelle, Saskatchewan
- Other:** All employees are required to submit a current Driver's Abstract and Criminal Record Check with Vulnerability Screen.

OVERVIEW:

The Administrative Summer Student is responsible for a wide variety of clerical office duties in support of the organization.

RESPONSIBILITIES:

- Perform clerical duties such as filing, typing, record keeping, collating, sorting, and emailing.
- Review incoming memos, submissions, and reports in order to determine their significance and to plan for their distribution.
- Administer and manage inbound/outbound mail, including priority post, packages, courier services and other correspondence.
- Operate and maintain office equipment including fax machines, photocopiers, scanners, and videoconferencing and telephone systems.
- Provide general support to the Executive Assistant, Administrative Assistants and other staff as required.
- Take and record telephone, e-mail and written messages as requested
- Handle sensitive information in a confidential and professional manner
- Maintain the paper and electronic filing systems
- Other duties as required

F.N.I.Y.E.S. ELIGIBILITY REQUIREMENTS:

Eligible participants are:

- First Nations and Inuit secondary and post-secondary students aged 15-30 inclusive
- Ordinarily residing on-reserve or in recognized communities or on community lands
- Legally entitled to work in Canada
- Registered as a full-time student during the preceding academic year and who intend to return to school on a full-time basis in the next academic year.

ORGANIZATION DESCRIPTION:

Treaty 4 Education Alliance Inc. is a First Nations educational organization providing quality educational supports and services for 8 First Nations in the Treaty 4 Territory (Saskatchewan, Canada). Please visit <http://educationalliance.ca> to learn more about our work with schools.

E-mail your resume and cover letter in confidence to:

mvelestuk@educationalliance.ca

Re: "Administrative Summer Student"

Marcy Velestuk

Treaty 4 Education Alliance

PO Box 1579

Fort Qu'Appelle, Saskatchewan S0G1S0

Closing Date: Friday, May 24, 2019 @ 4:30 PM