

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: January 8, 2021
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Intern (under the age of 30 years old) Term (Until March 31st with the possibility of extension depending on funding) Full Time** position:

Communication Intern

Duties:

- Internal Organizational Support
- IT Support
- Communications Support
- Writing and Technology
- Performs such other related duties as may reasonably be required by the Communications and IT staff

Qualifications: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

Education/Experience:

- Completion of a University degree or College Certificate/diploma in a field related to IT, communications, research, business administration and / or marketing. In addition to the basic education requirements of the position, it is beneficial if the incumbent possess the following attributes.

RATED REQUIREMENTS:

Knowledge:

- Basic understanding of computer networking
- Knowledge of MS Office 2010, 2013 & Office 365
- Knowledge of Windows 7 and 10
- PC hardware knowledge and skills
- Knowledge of video editing, or a willingness to learn
- Knowledge of the Adobe Suite of products, or a willingness to learn
- Social media management, or a willingness to learn
- A demonstrated ability to generate a variety of written and verbal reports
- Excellent communication and presentation skills
- Demonstrated experience in an office environment
- Excellent time management skills
- Indication of use of reliable transportation
- Knowledge of Curve Lake First Nation administration
- Ability to work flexible hours including weekends and holidays, at rare times
- Ability to communicate effectively with a variety of personalities
- Reliable, Punctual

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Skills/Abilities:

- Be honest and trustworthy, Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

Personal Suitability:

- Proven track record in working on several initiatives as once, multi-tasking in a fast-paced environment
- An organized self-started with the ability to operate with little supervision, with a team and independently
- High respect for confidentiality
- High degree of initiative and self-direction

TERMS OF EMPLOYMENT:

This is an Intern full time position beginning ASAP to March 31, 2021 (With the possibility of extension depending on funding). Hourly Rate for this position is \$19.00 per hour based on a 39.5 hour work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

James Pavier, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday January 15, 2021 at 12:00 (Noon)

If submitting in person, it is the responsibility of the Applicant to ensure their application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. **Please note, interviews will be held over the GoToMeeting virtual meeting platform to ensure physical distancing measures are in place.**

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

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Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.