

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:

Cultural Intern

Duties:

- Internal Organizational Support
- Cultural Centre Support
- Fostering Growth of The First Nation
- Other Duties as an Employee
- Petroglyphs Interpretation
- Assist or lead in the organization of events

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 in a field related to research, Native studies, teaching, business administration and / or marketing and / or equivalent cultural centre, library or museum post-secondary completion.

RATED REQUIREMENTS:

Knowledge:

- An excellent understanding of research techniques
- A demonstrated ability to generate a variety of written and verbal reports
- Excellent communication and presentation skills
- Demonstrated experience in a teaching or training environment
- Excellent time management skills
- Indication of use of reliable transportation
- Knowledge of the Petroglyphs Provincial Park
- Basic knowledge of the sacredness of the Rock Teachings to First Nations People, An excellent understanding of First Nations people and cultural issues
- Ability to handle cash, daily journal and conversion of cash from American to Canadian dollars
- Ability to work flexible hours including weekends and holidays
- Ability to communicate effectively with a variety of personalities
- Reliable, Punctual

Skills/Abilities:

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

- 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.

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