



Job Posting Summer Student (Seasonal)

BRIEF OVERVIEW

Reporting to the Department Director / Program Manager, Summer Students will support the delivery of community programs, services, and administrative initiatives during the summer months. These positions provide youth with meaningful work experience while contributing to the operations of Xat'sūll First Nation and supporting community priorities.

Summer Students will assist across departments such as Education, Administration, Health and Community Services, depending on placement. The role supports the Nation's commitment to youth development, employment readiness, and community engagement.

KEY RESPONSIBILITIES

The Summer Student is responsible for the following key functions.

Program and Operational Support

- Assist with the day-to-day delivery of community programs, events, and services.
- Provide general support to assigned department(s), including Education programming, youth initiatives, or community activities.
- Support setup, coordination, and clean-up of events, workshops, and activities.

Participant and Community Engagement

- Engage respectfully with community members, staff, and program participants.
- Support youth activities, cultural programming, and recreational initiatives where applicable.
- Promote a welcoming, inclusive, and culturally safe environment.

Administrative Support

- Assist with general office tasks such as filing, organizing materials, data entry, and preparing documents.
- Maintain accurate records, including attendance logs and activity reports as required.
- Support communication efforts such as distributing information or assisting with outreach.

Collaboration and Teamwork

- Work collaboratively with staff across departments.
- Participate in team meetings and contribute to planning discussions where appropriate.
- Follow direction from supervisors and contribute to a positive team environment.

Other Duties

- Perform additional duties as assigned to support departmental and organizational needs.

COMMUNICATIONS / CRITICAL SKILLS

- Strong willingness to learn and take initiative.
- Effective communication and interpersonal skills.
- Ability to work both independently and as part of a team.
- Good organizational skills and attention to detail.
- Ability to follow instructions and complete tasks in a timely manner.

FOUNDATIONAL KNOWLEDGE

Required:

Indigenous Perspective

- Previous lived experience in First Nation Communities.
- Understanding of First Nations needs, issues, and concerns.

Western Ways

- Must meet eligibility criteria for summer student employment (e.g., youth or student status as required by funding program).
- Interest in gaining work experience and developing employment skills.
- Ability to work respectfully in a team and community setting.
- Previous volunteer or work experience.
- Experience working with youth, community programs, or events.
- Basic computer skills (Microsoft Word, Outlook, etc.).
- Criminal records check (vulnerable sector).

Preferred:

- First Aid/CPR
- WHMIS

LEVELS of INFLUENCE (DECISION MAKING & IMPACT)	WORKING CONDITIONS (MENTAL, PHYSICAL & ENVIRONMENTAL DEMANDS)
<p>4 Levels of Influence:</p> <ul style="list-style-type: none">• Influence or Indirect Responsibility to Policy/Program(s)/Engagement; <p><u>Decision-making:</u></p> <ul style="list-style-type: none">• Frequency: Low• Complexity: Low <p><u>Impact:</u></p> <ul style="list-style-type: none">• Reach: Own Dept, External• Significance of errors: Potential for substantial negative impact to the organization, including relational impacts/image. Financial loss, damage to relationships with external agencies and partners.	<p>Mental</p> <ul style="list-style-type: none">• Working in a fast-paced environment with varied tasks.• Supporting multiple activities and priorities. <p>Physical</p> <ul style="list-style-type: none">• Standing, walking, lifting, and assisting with program setup/cleanup.• Outdoor work may be required depending on placement. <p>Environmental</p> <ul style="list-style-type: none">• Work may take place in office settings, community facilities, or outdoor environments.• Occasional travel within the community or to program sites.
<p>Wage Range: \$18.25/hour</p> <p>Preferred Start Date: ASAP</p> <p>Expected End Date: August 28, 2026</p> <p>Expected Travel: 5%</p> <p>Closing Date: Open until filled</p> <p>All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to hr@xatsull.com.</p>	<p>Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered. Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.</p>

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act.

