



**TEME-AUGAMA ANISHNABAI / TEMAGAMI  
FIRST NATION**

**N'Daki Menan Lands and Resources Department**

**BEAR ISLAND LAKE TEMAGAMI, ONTARIO P0H 1C0**

TEL 705.237.8600 FAX 705.237.8959

[www.temagamifirstnation.ca](http://www.temagamifirstnation.ca)



# **Post-Secondary Summer Employment Opportunity**

## **Indigenous Youth Initiative Assistant**

**Period:** May 3, 2017 – August 30, 2017  
**Work:** Monday – Friday (7 hours/day; 35 hours/week)  
**Wage:** \$12.00 - \$15.00 per hour (+vacation pay, less deductions)

### **Overview:**

The Indigenous Youth Initiative Assistant (IYIA) will provide assistance to the Lands & Resources Department staff through supporting various projects. The IYIA must also work effectively in a team environment. The IYIA will work under the supervision of the Lands & Resources Office Manager.

### **Responsibilities Include:**

- Provide assistance to the Lands and Resources staff;
- Answer telephones courteously and relay messages;
- Minute taking at meetings;
- Become familiar with Lands and Resources office operations and procedures through the use of computers, filing system and daily expenses;
- Work with minimal supervision;
- Organize inventory and maps;
- Attend meetings or training on and off reserve when required;
- Assist in data collection for implementation of Lands projects;
- Organize and schedule meetings when hosted by the Department;
- BI Blast updates;
- Develop skills in GPS and Geographic Information Systems (GIS);
- Support the n'Daki Menan Mapping Project;
- Respond to Intertribal Harvesting requests;
- Other duties as assigned.

## **Qualifications**

- Must be enrolled in a Post Secondary Diploma or Degree Program;
- Must have not reached the age of 25 before the start of employment;
- Must be a resident of Ontario and eligible to work in Canada;
- Must be able to self-identify as Indigenous (First Nations, Inuit or Metis);
- Working towards Degree or Diploma in Environmental Studies, Environmental Monitoring, Geography, Forestry, Biology etc. an asset;
- Interest in Lands and Resources;
- Ability to work on several projects simultaneously;
- Able to work in a team environment as well as independently;
- Self-motivated, reliable, dependable, organized and good attitude;
- Word processing skills (MS Word, MS Outlook, MS Excel, MS PowerPoint);
- Current First Aid & C.P.R. (or willing to obtain);
- Boating Licence and Drivers Licence would be an asset.

## **Applications must include COVER LETTER AND RESUME:**

Application due: Friday, April 21, 2017 by 4:00 p.m.

Application to: Robin Koistinen, Lands & Resources Director  
Temagami First Nation  
General Delivery  
Bear Island, ON P0H 1C0  
Email: [robin.koistinen@temagamifirstnation.ca](mailto:robin.koistinen@temagamifirstnation.ca)  
Phone: (705)237-8600