



# TEMAGAMI FIRST NATION

BEAR ISLAND  
LAKE TEMAGAMI, ONTARIO P0H 1C0  
TEL 1.888.737.9884 or 705.237.8943  
tfn@temagamifirstnation.ca  
www.temagamifirstnation.ca

## SCHEDULE 'A' – JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Summer Student (1 position)</b>  <b>Lands &amp; Resources Student Technician</b>
<b>PRIMARY FUNCTION:</b>	This position will primarily provide support to the Resource Development Advisor and will also provide assistance to Lands & Resources Department staff through supporting office practices and various projects. The Technician must also work well with others in a team environment as well as independently.
<b>REPORTING RELATIONSHIP:</b>	This position will be supervised by the Resource Development Advisor, on-site and weekly. Mentoring will be provided weekly by the Resource Development Advisor.
<b>STATUS:</b>	Full-time, on-site 35-hours weekly
<b>SALARY:</b>	
<b>TERM OF EMPLOYMENT:</b>	8-week duration
<b>EFFECTIVE DATE:</b>	
<b>INCUMBENT:</b>	

### JOB DUTIES

- General office tasks including filing and organizing
- Primarily provide support to the Resource Development Advisor
- Provide additional support to other Lands and Resources staff as time allows
- Respect and actively listen to community Elders and other community members through various modes of communication
- Interact with multiple teams on a variety of projects/tasks
- Compile list of all active exploration agreements and create hard binder, and digital binder, of supporting documents (signed exploration agreements)
- Organize maps; scanning maps
- Scanning reports, cataloging and filing for archives
- Attend site visits and field visits
- Maintain confidentiality and conduct oneself in a professional manner
- Become familiar with Lands and Resources office operations and procedures through the use of computers, filing system and daily activities
- Assist and organize meetings/events when hosted by the Department
- Assist in data collection for implementation of Lands projects



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- Develop skills in GPS and Geographic Information Systems (GIS)
- Other duties as assigned

## QUALIFICATIONS

- Proficient computer skills using Word, Outlook, Excel, PowerPoint
- Excellent written and oral communication skills
- Excellent organizational skills
- Ability to work on several projects simultaneously
- Independent worker
- Able to work well with others in a team environment as well as independently
- Self-motivated, reliable, dependable, organized and a positive attitude
- Current First Aid & C.P.R. (or willing to obtain)
- Pleasure Craft License considered *an asset*
- Valid Class 'G' Driver's License considered *an asset*