



# TEME AUGAMA ANISHINABEK

55 WA-WA-TE AVE., BEAR ISLAND  
LAKE TEMAGAMI, ONTARIO P0H 1C0  
TEL 1.888.737.9884 | 705.237.8943  
FAX 705.237.8959

Summer Student – Band Office Administration Support Worker		
Applications Accepted Until June 9 <sup>th</sup> 2026	Post Secondary Students Eligible Only	Interviews Scheduled for June 10 <sup>th</sup> 2026
Start Date Of Position  June 15, 2026	Last Date Of Work  August 28, 2026	Wage  \$19.75

## Position Summary:

Be an important member of day-to-day services at the Band Office by facilitating administrative duties. This student will aid in variety of ways as it relates to administrative duties within the office, and report to Operations Manager Megan Douglas.

## Job Tasks:

- Receptionist duties as required including duties associated with answering telephones, faxing documents, and taking messages for absent coworkers.
- Filing confidential documents, as directed.
- Assisting Band Administration as requested.
- Corresponding mail duties including collecting and depositing.
- Assist with meetings including taking minutes and organizing logistics for community events.
- Assist in the organization of the Administrative office, supplies, equipment, and assets.
- Other duties as requested as they pertain to the Band Office.