



# Pictou Landing Band Council

6533 Pictou Landing Rd, Fisher's Grant, NS B0K 1X0

Phone: (902) 752-4912 Fax (902) 755-4715

## Job Posting

### Summer Student Coordinator

#### **Description:**

Pictou Landing Band Council is seeking resumes for the position of Summer Student Coordinator. This is a 15-week term position. The successful candidate will be responsible for the overall supervision of the PLFN Summer Student Employment Program including keeping organized records of all summer student/supervisor placements, and their activities. Other duties will involve keeping organized records of weekly itineraries, work schedules and time-keeping, and to correspond and maintain open communication with potential employers regarding summer work placements. The Summer Student Coordinator will be responsible for the end-of-project reporting, as well as other duties requested by the Native Employment Officer and/or the Director of Community Development. The Summer Student Coordinator must also be able to work with the students in personal and skill development. The successful candidate will work under the supervision of the Native Employment Officer and/or the Director of Community Development.

#### **Qualifications:**

- Must be a full-time student (registered in the previous year and returning in September, 2022) or a graduate of 2021/2022 school year
- Must have **BOTH** a clear Criminal Record Check **AND** a Child Abuse Registry Check
- Preference given to a Pictou Landing First Nation Band Member

#### **Abilities:**

- Excellent communication skills, both oral and written
- Excellent organizational skills
- Able to work both independently and as a team member
- Ability to independently solve work related issues and make decisions
- Ability to create and maintain an Excel budget sheet, to show running balances and program expenditures
- Must be reliable, punctual, motivated, friendly and outgoing

**Start date:** May 22, 2023

**End date:** August 25, 2023

**Salary:** \$16/hour

**Hours:** 35 hours/week

Please submit a resume and cover letter outlining your skills and abilities to Katie Paul, by email [katie.p@plfn.ca](mailto:katie.p@plfn.ca) by noon on May 15, 2023 by 4pm. All applications will be screened.

**\*\*\*PLEASE NOTE: ONLY THOSE WHO QUALIFY WILL BE CONTACTED FOR AN INTERVIEW\*\*\***

**\*\*\*This posting may be altered or cancelled without prior notice. \*\*\***