



NOW HIRING

Don't be bored this summer!

ACFN has summer student Events Administrative Assistant and Programs Administrative Assistant roles available.

No work experience?

No worries, we provide the opportunity and training.

ACFN is hiring summer students!

Team ACFN is seeking two (2) ambitious Indigenous students to join Team ACFN/DLRM for a full-time temporary positions of **1 Summer Student - Events Administrative Assistant and 1 Programs Administrative Assistant.**

DETAILS:

- 5 days on/2 days off Mon-Fri, 7.5-hours daily, and 37.5 hours per week with ACFN Events.
- Positions are local to **Fort McMurray, AB** - Candidates must have their own accommodations and transportation. These temporary student roles are expected to end on or before August 31, 2022.

GENERAL DUTIES:

- Assist with ACFN/DLRM events, Treaty Day, Dene Day, virtual and in-person events, planning events.
- Office and administrative duties.
- Assist with programs and projects.
- Other duties, as required.

QUALIFICATIONS

- Must be First Nations and Inuit secondary and post-secondary students aged 15 to 30 years old.
- Must be a current full-time registered high school or post-secondary student and returning full-time for the fall semester.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality.
- Must be reliable, dependable and punctual.
- Willingness to learn; and to work in a diverse team environment

Interested applicants are invited to e-mail a covering letter and resume to HR@acfn.com.

Resumes will be accepted until May 31, 2022, by 5:00pm.

Marsi cho/Thank you to all who apply, however only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people.

