



Job Posting – 2019 Summer Student Program Coordinator

Tla'amin Nation is seeking to hire a coordinator to oversee the 2019 Tla'amin Summer Students Program. The Coordinator will provide supervision for 24 Tla'amin students. The ideal candidate will have good crew supervision experience, a working knowledge of Tla'amin students, and good youth leadership skills.

Job title: 2019 Summer Student Program Coordinator

Work site: Tla'amin Nation

Start date: June 24, 2019

Salary: to be based on experience

Hours: 8:30 – 4:30 (8hr work day), 5 days per week

Qualifications & Experience:

1. Must have student supervision experience
2. Must have a good working knowledge of Tla'amin students
3. Must have good familiarity with Tla'amin organization
4. Familiarity with safety protocols
5. Familiarity with Tla'amin reporting requirements
6. Must complete a criminal record check

Key Duties & Responsibilities:

1. Participating in the selection process for summer students
2. Planning work assignments for 12 summer students
3. Overseeing and monitoring the activities
4. Preparing and submitting time sheets
5. Preparing activity reports

Job Skills & Abilities:

1. Good leadership skills
2. Good organizational skills
3. Good verbal and written communications skills
4. Ability to work as a member of a team

Send a cover letter, CV/resume along with related certificates, references, and contact information with the subject of 2019 Summer Student Program Coordinator, by June 14, 2019 to:

hr@tn-bc.ca

Attention: Jessie Peters

Only short-listed applicants will be contacted for an interview.