



STZ'UMINUS FIRST NATION

Job Posting – Emergency Preparedness Assistant

Stz'uminus First Nation is seeking an Emergency Preparedness Assistant.

The Emergency Preparedness Assistant will work in a supportive role and take direction from the Emergency Program Coordinator. They will work collaboratively with our team on specific projects and coordinate with necessary vendors and service providers.

SKILLS AND ABILITIES REQUIREMENTS:

- ✓ Must be highly organized, adaptable, and able to prioritize tasks while working independently.
- ✓ Excellent computer skills using: Microsoft Word and Excel.
- ✓ Good people skills.
- ✓ Ability to work in a team environment.
- ✓ Data entry, collection, and analysis.
- ✓ Administrative functions: Filing, typing, and answering phones.
- ✓ Preparing Notices for the Stz'uminus Newsletter.

QUALIFICATIONS:

- ✓ Legally entitled to work in Canada.
- ✓ Registered as a full-time student during the preceding academic year and intending to return to school on a full-time basis in the next academic year.
- ✓ Must complete a Criminal Record Check as a condition of employment
- ✓ Social Insurance Number (SIN) Required

JOB SPECIFICATIONS

- ✓ Hours: 15 hours per week, Monday through Friday

Interested and qualified applicants invited to submit a cover letter and resume via Canada Post, e-mail, or fax by the closing date of **Friday, August 7, 2020, at 4:00 p.m.** to the following:

Attention: Human Resources Advisor
12611-A Trans Canada Highway
Ladysmith, BC V9G 1M5
Fax: 250-245-3012
E-mail: resumes@stzuminus.com

Please only forward submissions as requested above, phone calls will not be accepted.