



# COMMUNITY FUTURES TREATY SEVEN

*Growing communities one idea at a time*

## Job Posting Summer Program Assistant

Community Futures Treaty Seven (CFT7) is seeking a Post-Secondary student to fill the summer position of Office Assistant within the First Nations Summer Career Placement Program. Due to program eligibility guidelines you **must be First Nation Youth between the ages of 18-30 years.**

### **Responsibilities**

The summer students will assist the CFT7 with maintaining programs and services.

- Filling documents as requested by office managers or updating files.
- Data entry and loading other necessary information into the software programs.
- Maintaining and organizing the paper and electronic documents. Storing them properly for future reference.
- Assisting the preparation of annual reports and other files.
- Some travel may be required

### **Minimum Qualifications**

The applicant will be a self-starter with the ability to work with minimum supervision and should possess the following qualifications and experience:

- Enrolled in a post-secondary institution in a business administration program or related field of study
- Ability to work with a variety of people and groups
- Ability to work independently, yet interact within a team environment
- Ability to work within and meet deadlines
- Be registered as a full-time student during the preceding academic year
- Must be of Treaty Status
- Full-time position – 37.5hour work week.

Successful applicants will go through orientation upon acceptance of a position, and will be trained throughout the summer. Interested applicants are asked to fax, e-mail, or drop off their resume prior to **April, 25, 2018 at 4:00 P.M.**

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