

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Summer Student

PURPOSE OF THE POSITION

The Student will work as part of the Education Department team, which provides advisory and support services with the Tribal Council's mandate. The Student will gain valuable skills and experience working on Education issues. The Student will be under the general supervision of the Executive Director of Education, and/or her designate, and will provide day-to-day support and assistance to the Education Department Staff as required. Possible responsibilities of the Student could be Maintenance, Administrative, Custodial, Community Outreach, and Student Activities

SCOPE

As a member of the Education Department Staff, the Student will primarily work with the Education Department Support Services. This will include filing, typing and data entry, cleaning and general custodial work, assisting with community outreach initiatives, reception and general clerical duties

RESPONSIBILITIES

- Assist the custodial staff with general cleaning and maintenance
- Possible work with other MFNM departments when needed for after-hours support;
- Work with the Student Activities Coordinators on developing programming and implementing activities within the MECC;
- Typing, filing and photocopying;
- Assist the Executive Director with the coordination, administration and reporting of various programs;
- Assist with maintaining an up-to-date filing system for general correspondence with the Education Department, and;
- Other duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES

The Matawa Education Department is seeking a student who is available to work full days throughout July and August 2026. The student must have a keen interest in aboriginal education and working with several education staff. He/she must be willing to engage in a variety of administrative, custodial, community outreach, and activity-based tasks with minimal supervision.

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Use of office/administrative software applications (Word, Excel, Email, Internet)
- Matawa First Nations Education initiatives
- Proficiency in working with Apple platform will be an asset

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- Demonstrated interpersonal skills
- Work with minimal supervision

Personal Attributes

The incumbent must maintain strict confidentiality in performing their duties. The incumbent must also demonstrate the following personal attributes:

- Must provide a current Vulnerable Sectors Criminal Record.
- Must be able to perform work duties with minimal supervision.
- Must show respect to Matawa First Nations Management and coworkers.
- Must show responsibility and initiative

WORKING CONDITIONS

Physical Demands

The Student may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. The student may be expected to complete custodial duties such as cleaning, wiping, emptying garbage, arranging items/furniture. The Student may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Education Building may be a busy facility. The Student may have to manage several people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Student may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The workplace may be noisy and busy making it difficult for the Student to concentrate.

Mental Demands

The Student will have to manage several requests and projects at one time. They may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.