



# Employment Opportunity **MENTORED WORK PLACEMENTS (5)**

Reference No. QSL-FNIYES-SLP-1018

**PURPOSE:** To provide candidates the opportunity to develop their job experience in a meaningful work environment, and to provide youth with mentored learning opportunities to build skill sets that will be beneficial in future employment. These positions will be full-time term positions, beginning November 2018 and ending March 31, 2019.

**REQUIREMENTS:** *As per funding requirements these positions are open to First Nations and Inuit applicants only.*

- **Must be of First Nations or Inuit descent**
- **Must be unemployed or under-employed, and not attending school**
- **Must be 15 to 30 years of age**
- **May only participate once in the Mentored Work Placement program**
- ❖ Team player with a keen interest to learn
- ❖ Well-developed oral, written and interpersonal communication skills
- ❖ Reliable, punctual and dependable

**APPLICATION CHECK-LIST:**

- Completed application form;
- Cover letter explaining:
  - your interests, hobbies, skills, abilities, traits and characteristics
  - the way in which the position(s) will further your educational, career and personal goals;
- Resume outlining your past work experience and other supporting documents;
- Copies of training certificates and driver's license if applicable

**Please visit Quw'utsun Employment & Training for assistance with application, cover letter and resume.**

POSITION	EDUCATIONAL REQUIREMENT AND ROLE
<b>Sustainable Housing</b>  Maintenance Worker (2)	The Mentored Youth will work with the Sustainable Housing Department to provide general residential building and grounds maintenance. This opportunity will allow the youth to gain experience working in various trades alongside the departments' core staff while providing services to community members.
<b>Lulumuxen Land and Governance</b>  Committee Assistant /File Clerk	The Mentored Youth will provide support to programs and committees in the Land and Governance department. Tasks include: minute taking, meeting set up/take down, communications, scheduling, attendee tracking, general document preparation, and attending meetings. General administrative duties include: filing, photo-copying, front reception coverage, mail handling, communicating with community members, the public and staff. Other duties include assisting with coordination and delivery of departmental and organizational events.
<b>Social Development Department</b>  File Clerk	The Mentored Youth will provide administrative support to the Social Development Department. They will gain document handling, communication and teamwork skills in the areas of filing, reception, mail handling, staff meetings, and departmental events.
<b>Lalum'utul Smuneem, Child &amp; Family Services</b>  Family Connections Trainee	The Mentored Youth, with the support of Family Connections Team and Elders, will engage with and provide cultural guidance to children-in-care, caregivers and families while learning more about the child and family services field. They will assist with programs such as Sons and Daughters of Tradition and may have some flexibility in their schedule to accommodate this.

*Late applications and applications without supporting documentation will not be accepted*

Please refer to **Reference No. QSL-FNIYES-SLP-1018**  
when submitting cover letter, resume, and three references to:

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**DEADLINE: Tuesday November 6, 2018 4:00 PM**

