



Qalipu
FIRST NATION

Employment Opportunity

Job Title: Cultural Programs Assistant - Summer Student

Location: Corner Brook, NL

Hours of Work: 34 hours per week (Monday – Friday)

Salary: \$11.40 per hour

Duration of Employment: 12 weeks

Job Description and Requirements:

The Cultural Programs Assistant will work collaboratively with the Community Development Department to assist in the planning, promotion and delivery of cultural programs throughout the summer.

Responsibilities:

The Cultural Programs Assistant position will include, but are not limited to, the following list of responsibilities:

- Assist with planning and delivery of National Indigenous Peoples Day
- Assist with the organization of St. Anne's Day celebration
- Provide support to the Outdoor Education Program
- Coordinate and deliver cultural activities
- Assist with coordination of craft workshops
- Assist with business profiles for Experience Qalipu website
- Prepare draft media releases for summer cultural programs
- Assist with development of promotional materials for summer cultural activities

Preferred Qualifications:

- Experience working with children and youth
- Experience with event planning and public engagement
- Experience collaborating on programs, events or initiatives
- Ability to work independently and/or in a team environment

Eligibility:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Working Conditions: This position is office based with the possibility of working outdoors during the delivery of select programs and events. Duties of the Cultural Programs Assistant are predominately met during regular business hours; however, some overtime may be required.

Apply: The position is anticipated to begin by June 3rd, 2019. If you are interested in this opportunity, please apply electronically using MS Word with a cover letter, resume and three professional references to jobopportunities@qalipu.ca with subject line: Cultural Programs Assistant

Qalipu First Nation
Attention: Mrs. Janet McAuley, Office
Manager
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for Receipt of Cover Letter and Resume: Monday, May 27th at 4:00 P.M.

Please Note: Proof of full-time academic enrollment for the past year and a Code of Conduct with a Vulnerable Sector Query are required.

QFN is an equal opportunity employer; however, in situations where candidates have equal credentials, preference will be given to Indigenous candidates. If you are an Indigenous person, please indicate so in your cover letter.