

Matachewan First Nation Job Posting



In collaboration with WTES

PLEASE SUBMIT RESUME TO: BANDMANAGER@MFNREZ.CA

Closing Date: September 22, 2023

JOB TITLE: INDIGENOUS YOUTH HOUSING INTERNSHIP

Department:	Housing	Travel:	None
Location:	Matachewan First Nation	Position type:	Contract
Salary:	\$26.00/hour	Experience:	Not Required

JOB DESCRIPTION

As the Indigenous Youth Housing Intern your roles and responsibilities shall include:

Housing Youth Intern

Key Responsibilities:

- Intake and processing of housing program applications
- Data entry and software management
- Creation of presentations/reports/graphs
- Assist in data collection for housing needs.
- Help plan for housing related events and meetings
- General administrative and office duties as directed
- Review and implement draft Housing Policy for MFN to bring to current standards

Knowledge and Skills:

- Strong organizational, analytical, and problem-solving skills
- Good verbal and written communication skills
- Able to work methodically and accurately, with attention to detail
- Possess interpersonal skills and enjoy working collaboratively as part of a team
- Able to work independently and adapt to shifting priorities
- Proven ability to maintain confidentiality
- Able to sit for extended periods at a computer.
- Some understanding of Microsoft Office Suite (Word, Excel, PowerPoint, Teams) Adobe, and Zoom
- Experience in housing and construction is a plus
- Applicants must demonstrate a commitment to a diverse, culturally competent, culturally safe work environment.
- Valid driver's license and access to a reliable vehicle is asset.

Position Requirements

Must be between the ages of 15-30 years
Must be willing to work for a minimum of 8 weeks.
Must not be otherwise employed or receiving EI

Preferred Skills

- Knowledge of On-reserve Housing and building construction timelines
Policy building
Computers
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