

EMPLOYMENT OPPORTUNITY SUMMER STUDENT EMPLOYMENT COORDINATOR

Under the direction of the Economic Development Officer, the Summer Student Employment Coordinator will be responsible for the following:

DUTIES

- Assist with proposals and the coordination of the Summer Student Employment Program.
- Organize the screening process.
- Ensure that there are placements for students; check and confirm that work experience will benefit the students.
- Market and develop the Summer Student Employment Program.
- Ensure an appropriate monitoring and reporting system is in place that will satisfy the funding agencies for the Summer Student Employment Program.
- Perform general office related duties; maintain filing system, incoming/outgoing correspondence, and processing of reports on a timely basis.
- Liaison with government funding agencies.
- Provide financial and administrative reports as required.
- Other assigned duties.

Based on the following qualifications:

- Post Secondary student with experience in project co-ordination.
- Excellent analytical, problem-solving, decision-making, communication and public relations skills, finance/budgeting experience.
- Ability to organize and set priorities, work independently or with a team.
- Valid Ontario's Driver's license with access to a vehicle.
- Excellent computer skills in computer software for budget and reporting requirements.
- Due to funding requirements must be a Wikwemikong Band Member, between the ages of 19 to 29, in school full time and returning in the fall.

Start Date: May 26, 2025

Rate: \$20.00 per hour

Please submit resume along with three recent work-related references,

WDC o/a Enaadmaagehjik or to: mlodjig@wikydevcom.ca
2102 Wikwemikong Way
Wikwemikong, Ontario
P0P 2J0
Attention: SCP Coordinator

**Deadline for Applications:
May 16, 2025, at 4:00 PM**

Please note the selected candidate will be required to submit a current CPIC.