

Hilltop Cultural Assistant Summer Student Position

Duties:

- Assist with the setup, take down and planning of the Annual AFN Pow Wow
- Work alongside the Student Coordinator, assist with the scheduling of help for the Pow Wow
- Perform office administrative duties as required (filing, organizing, phone calls)
- Running errands when needed (Access to a vehicle is a must)
- Assist with the planning of cultural events
- Participate in cultural events and drop in events

NOTE: *All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)*

Qualifications:

- Flexible schedule (*may include an evening once a week*)
- Computer skills are an asset (including social media)
- Good communication skills
- Work well with or without supervision
- Good organizational and time management skills
- Must be willing to provide CPIC and VSS if awarded the job
- Possess a valid G drivers License
- Be culturally aware and have cultural knowledge
- Open minded
- Possess First Aid/ CPR an asset

Wage: \$14.00/hr @ 35 hrs/wk

Duration: 8 weeks – July 2nd – August 23rd, 2019

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 13th, 2019 @ 4:00pm** to:

Hilltop Cultural Assistant
Alderville Admin Office
11696 Second Line
Roseneath, ON K0K 2X0
ATTN: Dayna Runciman
drunciman@alderville.ca
Tel: 905-352-2011
Fax: 905-352-3242

IMPORTANT:

Interviews will be held On **Wednesday, June 19th** starting at 4:00 pm at the **AFN Administration Office**.

(Submissions by email, fax or hand delivery will be accepted.)

Students must be a registered, full-time student during the current academic year and be intending to return to full-time studies in the upcoming academic year (Fall).