



Employment Opportunity Reference No. QET-SSEP-SUM-0622

Job Title: Summer Student Positions (9)
 Department: Various Departments
 Classification / Hours: Full-Time, Term (July 4, 2022 – August 24, 2022)
 Salary Range: University/College Student \$20.27; Upgrading Mature Student \$18.39; High School Student \$15.65

Cowichan Tribes is the largest First Nation band in British Columbia comprised of seven tradition villages: Kw'a'mutsun, Qw'umiyiqun', Xwulqw'selu, S'amuna, Lhumlhumuluts', Xinupsum and Tl'ulpalus. We have delegated responsibilities to provide Cowichan members services in child and family services, health, housing, membership and social development.

ABOUT THE ROLE(S): The Summer Student Employment Program (SSEP) provides funding to provide a valuable work experience for students, experiential learning, and mentoring. The program is designed to help students develop and build transferable skills and / or find employment in their field of study. The goal of the program is to enhance students' employability and to help finance their education.

ELIBILITY CRITERIA:

- Must be a Cowichan Tribes Status member
- Between the ages of 15 – 30 years of age
- Currently enrolled in school or current graduate
- Must have a valid SIN number

COMPLETED APPLICATION CHECK-LIST – CHECK-LIST TO BE COMPLETED IN FULL:

- Completed "2022 Summer Student Application Form"
 - Please submit, in addition to your application, current transcripts and / or proof of enrollment
- Cover letter explaining:
 - Self-introduction about interests, hobbies, skills, abilities, traits and characteristics
 - Explain your interest in the position and how it will benefit your educational, career and personal goals
- Resume outlining your past work experience
 - **Assistance is available at Qw'utsun Employment and Training Department for cover letters and resumes(located in the Cowichan Tribes Administration Building)**

POSITION

QUALIFICATIONS

**Social Development Clerk
Social Development**

This position will provide office support for the Social Development Department and complete related administrative duties. At minimum, the successful candidate will have the ability to communicate effectively, ability to multi-task, plan and have organizational skills. By the end of this term you can expect to have a greater understanding of computers, administrative procedures and familiarity with the Social Development Department, programs and services.

**Junior Project Clerk
Khowutzun Development
Corporation**

As the Junior Project Clerk for Khowutzun Development Corporation, you will assist with project administration and provide direct support to the lead Project Coordinator and related department staff. Applicants should be able to demonstrate a basic understanding of Microsoft office applications, general clerical duties and have a keen sense for time management. KDC is a fast paced environment and is offering an exciting opportunity for candidates up for a challenge.

**Summer Workers (2)
Khowutzun Freegro Tree
Shelter**

As a summer worker for Khowutzun Freegro Tree Shelter, you will be interested in gaining work experience as a production worker. You will be able to work as part of a team in a fast paced environment, communication and attention to detail. The successful candidate will be able to follow safety standards and adhere to company procedures as outlined by the production supervisor. On the job training will be provided on a daily basis.

**Junior Admin. Clerk
Khowutzun Development
Corporation**

As the Junior Administration Clerk for Khowutzun Development Corporation, you will interact with management, customers and vendors. It will be your responsibility to assist with the day-to-day operations of the office by completing various office related tasks such as: filing, photocopying, faxing, scanning and processing mail.

**Membership Clerk
Membership**

The Membership team is seeking administrative support for the department to carry out office related duties and engage with community members. The successful candidate can expect to learn about ISC programs, Cowichan Tribes Membership, Tobacco Tax processes and Cowichan lineage. If you want to gain a broader perspective of how the Membership Department assists clients from the community and a variety of other organizations, you are encouraged to apply.

**Risk Management Clerk
Finance Department**

Supporting the Finance Department, the Risk Management Clerk will take photographs and measurements of all assets insured by Cowichan Tribes (Residential homes, Commercial buildings and infrastructure). Communicating and interacting with residents and tenants, you will provide updates to the capital assets database and forward photos to the insurance company, in addition to preparing any correspondence to residents for changes to their insurance coverage. Training will be provided by the Finance Officer and Insurance Broker from Coast Salish Insurance.

**Community Liaison
Worker (2)
Ts'ewuhltun Health Center**

This opportunity is for someone interested in gaining outreach experience working with those challenged by homelessness and substance abuse. They will also assist with the delivery of various summer events that are planned for community and offered by various Ts'ewuhltun Health Center programs. The preferred candidate will be mature and prepared to witness people living in challenged circumstances, open use of drugs, and will have the confidence to speak with community members of all ages. Due to the nature of this position, successful candidates will be able to provide a criminal record check, grade 12 is preferred, but lived experience is welcome.

**Camp Cowichan Worker (6)
Operations & Maintenance**

This position will assist in planning, coordinating and implementing summer camp programming. By the end of this term you can expect to enhance your leadership abilities, team skills, supervisory skills, communication, and your knowledge about Cowichan youth, language and culture. Driver's license, strong swimming ability and overall fitness is considered an asset. First Aid is mandatory and will be provided, if needed.

Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes.

All individuals must show Proof of Vaccination as a mandatory condition of their employment

Please reply to the undersigned, quoting the reference number and position title. All applications and supporting documentation must be submitted prior to the deadline. Late or incomplete applications will not be considered. We thank all applicants for their interest, however, only those selected for further consideration will be contacted

Attention: Reference No. QET SSEP SUM 0622

Quw'utsun Employment and Training, Cowichan Tribes

Email: william.viksush@cowichantribes.com

Website: <https://cowichantribes.com/member-services/social-development/quwutsun-employment-and-training>

Deadline: 4:00 p.m. Tuesday, June 28, 2022



2022 Summer Student Application Form

Reference No. QET SSEP SUM 0622

****APPLICATIONS MUST BE COMPLETED IN FULL***

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name(s) _____
 Phone Number _____ Alternative Number _____ Email _____
 Valid Social Insurance Number: Yes No Between the age 15 – 30: Yes No
 Are you a Cowichan Tribes Status Member: Yes No Band No. _____

POSITIONS		
Summer Student Workers (2) Khowutzun Freegro Tree Shelter	Clerk Social Development Dept.	Jr. Project Clerk Khowutzun Development Corp.
Jr. Admin. Clerk Khowutzun Development Corp.	Membership Clerk Membership Dept.	Risk Management Clerk Finance Dept.
Community Liaison Worker (2) Ts'ewuhltun Health Center	Camp Cowichan Worker (6) Operations and Maintenance Dept.	
Option	You MUST list the top three (3) position you would like to be considered for	
1		
2		
3		

ADDITIONAL INFORMATION

Are you a current student (*attach supporting documentation*): High-School Upgrading Post-Secondary

_____ School / Program _____ Level Completing _____

Have you applied or will you be attending school in the fall: Yes No Recent Graduate

Do you have a valid driver's license? (Asset, please list class level): _____

Have you worked at Cowichan Tribes in the past: Yes No If yes, please provide details:

Do you have anticipated holidays, vacations or required time off: Yes No If yes, please provide dates / details:

When are you available to start? (MMM/DD/2022) _____