



NOW HIRING

Don't be bored this summer!

ACFN has summer student Labourer and Administrative Assistant roles available.

No work experience?

No worries, we provide the opportunity, training, and work boots!

ACFN is hiring summer students!

Selection Process Number: ACFN-2025-009

Team ACFN is seeking ambitious Indigenous students to join Team ACFN/DLRM for a full-time temporary positions of **Summer Students - Administrative Assistant**; located in **Fort McMurray, AB; and Fort Chipewyan, AB.**

DETAILS:

- 5 days on/2 days off Mon-Fri, 7.5-hours daily, and 37.5 hours per week. Candidates must have their own accommodations and transportation. These temporary student roles re expected to end on or before **August 31, 2025**. Rotating roles and cross-training experience is provided.

GENERAL DUTIES:

- **Administrative Assistant Fort McMurray:** To assist with ACFN/DLRM events, Treaty Day, Dene Day, virtual and in-person events, planning multiple events; Assist with corporate sponsorship and fundraising.
- Assist with sourcing and organizing multiple vendors and service providers.
- Other duties as required.

Administrative Assistant Fort Chipewyan: To assist with with programs and projects; and other duties as required.

Departments: Youth & Elders Lodge, Band Administration, and Youth.

QUALIFICATIONS

- Must be First Nations and Inuit secondary and post-secondary students aged 15 to 30 years old.
- Must be a current full-time registered high school or post-secondary student and **returning full-time for the fall semester.**
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality.
- Must be reliable, dependable and punctual.
- Willingness to learn; and to work in a diverse team environment

Interested applicants are invited to e-mail a covering letter and resume to: HR@acfn.com

Resumes will be accepted until May 3, 2025, by 5:00pm.

Marsi chogh/Thank you to all who apply, however only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people.

