

NOW HIRING SUMMER STUDENTS!

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!

EMPLOYMENT OPPORTUNITY: SUMMER STUDENT TEAM-LEAD

Staffing Process Number: ACFN-2025-008

The Athabasca Chipewyan First Nation (ACFN) is seeking one (1) ambitious Indigenous students (high school or post-secondary; college or university) to join Team ACFN for a full-time temporary position of **Summer Student - Team Lead**. This position consists of Monday to Friday, 7.5-hour days, and 37.5 hours per week. This is a local position to **Fort Chipewyan, AB.**, and candidates must have their own accommodations and transportation. This temporary student role is expected to end on or before **August 31, 2025**. The Summer Student Team-Lead's general duties are to coordinate ACFN'S summer student program.

GENERAL RESPONSIBILITIES

- Coordinating student related activities and meetings.
- Mentoring, rotating and scheduling summer student placements; organizing student training and development sessions.
- Creating various files; and maintains an electronic, and hard copy filing system.
- Assist with special projects/events for students, Treaty Day, Dene Days, etc., and, other duties as assigned.

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.
- Attention to detail and manage competing priorities.

Salary will be dependent on the student's year of study completed, experience and qualifications.

Interested **Indigenous students only, 15-30 years old**, are invited to e-mail a covering letter and resume quoting: Staffing Process Number: ACFN-2025-008 in confidence to HR@acfn.com.

Closing Date: 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 (ACFN, MCFN, FFMN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.



