



## **EMPLOYMENT OPPORTUNITY – SUMMER STUDENT – DATA ENTRY CLERK – REGULATORY AND INDUSTRY RELATIONS**

### **Staffing Process Number: DLRM-2025-013**

ACFN Dene Lands and Resource Management (DLRM) is seeking one (1) Data Entry Clerk Summer Student. The incumbent will provide administrative support to entering various data and reports into our internal database. This piece of meaningful work will provide the summer student the opportunity to gain insight into the work DLRM publishes, and simultaneously learning the past, present, and future of ACFN consultation activities and how ACFN is protecting Treaty Rights, while also learning important administrative skills. This position consists of Monday to Friday, 7.5-hour days, and 37.5 hours per week. This is a local position to **Fort McMurray, AB.**, and candidates must have their own accommodation and transportation. This temporary student role is expected to end on or before **August 31, 2025**. Rotating roles and cross-training experience is provided.

### **GENERAL RESPONSIBILITIES**

- Input data into our Community Knowledge Keeper database for internal use and consultation activities.
- Data verification, maintenance, and organization for our internal server, and online database.
- Organization of physical library.
- Assess old reports and reviews and input into various open databases to empower other indigenous communities.
- Provide status reports on progress to direct supervisors and broader team.
- Providing administrative support to regulatory and industrial relations team.
- Job shadowing in various meetings with industry, government, and partners.
- Work with direct supervisor to develop term goals and achievements.
- Participate in new consultation activities with the team.
- Other duties as assigned.

### **QUALIFICATIONS**

- Must be First Nations and Inuit secondary and post-secondary students aged 15-30 years old.
- Must be a current full-time registered high school or post-secondary student and returning full-time for the fall semester.
- The ability to work within a team setting, but also ensure individual goals are achieved
- Strong computer skills and software proficiency, is an asset
- Experience in working within a First Nation community
- Ability to create spread sheets on Excel, as well as use of Microsoft systems.
- Ability to conduct searches online, on servers, and online and physical library systems.

Interested applicants are invited to e-mail a covering letter and resume to [HR@acfn.com](mailto: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.*

*Honouring and protecting Treaty Rights for over twenty years*

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