



Job Opportunities

Competition # 0121-21

**CMHC Youth Housing Intern
Two (2) Temporary Full-time**

THE POSITION

Under the direction of the Director of housing and infrastructure, the CMHC youth housing intern will be responsible for clerical duties of the housing program.

DUTIES AND RESPONSIBILITIES:

- Must be between the ages of 15 to 30 years old
- Minimum of a completed grade 10
- Office clerical training with relevant work experience
- Computer skills with knowledge of excel and word processing programs
- Excellent interpersonal and communication skills both written and verbal
- Ability to work flexible hours

QUALIFICATIONS/ELIGIBILITY

- Perform clerical duties for the housing and infrastructure (e.g., Typing, Posting Information, Filing, Photocopying, Faxing, Ordering supplies, etc.)
- Schedule and coordinate any maintenance/ Repairs to infrastructure
- Provide administrative support for all staff of Housing & Infrastructure team
- Provide regular written reports as required to the housing & Infrastructure team

Closing Date: January 25th, 2022 - Please quote Competition # 0121-21

Please submit resume, cover letter and CPIC to:

**Human Resources
Battlefords Agency Tribal Chiefs
1282 101st Street
North Battleford, Saskatchewan S9A 0Z8**

Phone: 306-446-1400

Email: humanresources@batc.ca