



Job Opportunities

Competition # 0121-69

CMHC Youth Housing Intern

One (1) Temporary Full-time

Red Pheasant Cree Nation

****EXTENDED****

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. This position will be based out of **Red Pheasant Cree Nation** and will report to the Housing Manager.

DUTIES AND RESPONSIBILITIES:

- 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

QUALIFICATIONS/ELIGIBILITY

- 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

Closing Date: July 14th, 2022 at 4:30pm - Please quote Competition # 0121-69

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