



EMPLOYMENT OPPORTUNITY

SUMMER STUDENTS

QUALIFICATIONS

- Must be a registered member of Henvey Inlet First Nation. *Other registered First Nation student members will only be considered for student vacancies left unfilled by Henvey Inlet First Nation student members.*
- Students in Grade 9 or higher **must** have a valid **Social Insurance Number** (*Grade 8 students going into Grade 9 do not require a SIN*)
- Must have attended classes no less than 75% of the time for the 2025-26 school year; absence rate must be 25% or less for the 2025-26 school year
- Must be enrolled in and returning to school in September 2026
- Must be available for the full contract term from July 6th to August 14th, 2026

AVAILABLE POSITIONS

Trailer Park/Marina Summer Student

- Perform a variety of janitorial, landscaping and maintenance duties for the Trailer Park and Marina
- Ensure asset and equipment security and integrity
- Maintain ongoing communication with customers and assist them when needed
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Maintenance Summer Student

- Assist with general maintenance of community grounds including grass cutting, brush cutting, general landscaping and garbage collection all Henvey Inlet First Nation buildings
- Assist with setting up the Firehall for workshops and cleaning up afterwards
- Assist with basic carpentry and plumbing repairs
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Home Maintenance Summer Student

- Perform exterior maintenance of Elders' homes including landscaping and grounds maintenance
- Perform interior maintenance of Elder's homes including basic house cleaning
- Greet clients, answer phones and transfer calls to appropriate individuals or departments
- Provide general administrative and clerical support to health centre staff including preparing documents and filing
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Recreation and Cultural Assistant Summer Student

- Assist with planning and implementing cultural and Right-to-Play recreational activities
- Assist with the completion of department reports, letters, posters and promotional materials
- Provide general administrative and clerical support
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Office Administration Summer Student

- Answer phones and transfer calls to appropriate individuals or departments
- Greet and screen all visitors including temperature checks
- Prepare incoming and outgoing mail for distributions
- Provide general administrative and clerical support to assigned departments including preparing documents and filing
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Summer Student Floater (Multiple positions)

- Provide general administrative and maintenance support to various Henvey Inlet First Nations departments
- Provide backup support to the Gas Bar when required
- Answer phones, conduct research, draft letters, forms and reports and file documentation
- Assist with coordination and preparation of department workshops, meetings and events
- Assist with general landscaping and maintenance of community grounds
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisors

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In community

REMUNERATION

\$19/hour

CONTRACT DURATION

July 6th to August 14th, 2026

APPLICATION DEADLINE

June 24, 2026

Those interested in applying should submit their **resume**, **cover letter** and **attendance record** in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

Interviews will take place on June 29, 2026 for those selected.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.