



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

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Education Youth Intern

Youth Internship Employment Opportunity

Tla-o-qui-aht First Nation has received funding to provide a Youth with on-the-job training and work experience as a Youth Intern with our Education Department. As the Education Youth Intern, the successful applicant will set and meet goals to ensure delivery of effective, efficient service within the Education Program.

The Education Department does people services for Tla-o-qui-aht, it is anticipated the intern will work/mentor with each section of this department: Manager, Home School Coordinator, Language Workers, Education Assistant, and Youth Workers. Youth Intern will assist each with planning, coordinating, implementation, and communicating each activity from this department.

The Education Youth Intern will assist with the timely completion of a wide range of duties that are associated with the Education Department's delivery of programs and services, including but not limited to the delivery for youth programs, language programming, visits to schools, and with assist with administration tasks for each section such as learn about travel claims, purchase orders, and check requisitions, making travel arrangements, and learning to communicate and greet members either in person or on the telephones;

Youth interested in this position opening must meet the **FNIYES Skills Link Program** eligibility criteria as outlined below.

The employment term is for six (6) months (**November 2023 to May 2024**) and it is expected that the intern will have a good idea what each section of Education does, and with the hands on mentorship/guidance the youth may in turn want to pursue a job with Education Department.

Required Attributes and Qualifications

- A First Nations and/or Inuit Youth, 15-30 years of age, legally entitled to work in Canada
- Is either ordinarily resident on reserve, in recognized communities or on community lands – OR – an Inuit Youth resident in Canada but resides outside their territory and are no longer eligible to be funded by their territory. Proof of refusal is required.

- This mentored work placement is for a youth who is not in school, is unemployed or underemployed.
- Preference will be given to a Tla-o-qui-aht Community Member,
- A willingness to learn and gain practical work experience and competencies related to assigned Community Services work duties.
- A genuine interest in Community Services Department work; with preference given to candidates wishing to pursue employment or educational goals in the Community Services field of work.
- Criminal Records Check required
- Valid BC Drivers license is an asset but not required
- Clerical/administrative experience an asset

How to Apply: If you possess the required attributes and qualifications and are interested in working with the Housing Department, please submit your cover letter and resume either in person or by email to the attention of Lis Kingsley, Human Resources Manager.

Email jobs@tla-o-qui-aht.org

Applications will be accepted until **position is filled**

Submit your resume, covering letter, and references letters to:
Human Resources Manager, Lis Kingsley
Email: jobs@tla-o-qui-aht.org Or by Fax: 250.725.3352
Or drop at the office in a sealed envelope at #1119 Pacific Rim Highway Tofino