

**MFNSS Summer Student
Full-Time Term
June 3, 2019 – August 23, 2019**

Purpose

The summer student role is a support role for various assigned tasks that require attention through the summer months (June to August), for the staff of Manitoba First Nations Schools System (MFNSS).

Specific Responsibilities

- Provide administrative support services such as filing, scanning, answering phones;
- Assists with organizing all MFNSS students' gift packages.

Qualifications

Education & Experience

- Strong innovation, communication, listening and interpersonal skills;
- Proficient ability to use MS Office;
- Able to work independently;
- Be of First Nations ancestry;
- Appreciation and respect for First Nations languages and culture;
- Enrolled in secondary or post-secondary educational institute in the fall of 2019.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Monday, April 29, 2019** to:

**Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com