**Summer Student Employment Opportunities**

Bingwi Neyaashi Anishinaabek is looking to hire **5** Summer Lands Maintenance Workers ***on the BNA land*** (60km past Nipigon) for the summer. Successful candidates must provide their own transportation to and from the work site, as well as their own meals. All applicants ***must be between the ages of 15 and 30*** inclusive at the start of employment.

**Duties and Responsibilities for On Reserve Workers:**

* Maintain natural beauty of all outside areas of business buildings, residential & beach areas.
* Planting trees, shrubs, and flowers & lawn mowing.
* Digging, trimming & brush clearing alongside roads and hydro corridors.
* Picking up trash and other debris on the various trails.
* Assisting with the numerous projects that are occurring on the BNA reserve.
* Maintain equipment, tools and assist other employees in various cleaning or other upkeep.
* Other duties as required by the Supervisor.
* Individuals must be able to work outside and will be assigned indoor activities during inclement weather.

We are also looking for 2 administrative workers: 1 to work at 292 S. Court Street and the other to work at 215 Van Norman Street.

**Duties and Responsibilities for the Family Well Being Center- Van Norman Street Site Workers:**

* Assist with planning activities, drop ins and workshops for the Family Well Being Center.
* Create a monthly calendar for the Family Well Being Center.
* Work closely with the Family Well Being staff and volunteers to assist with program activities and ensure the safety and security measures for participants.
* Assist with ordering purchasing program supplies and maintain and prepare daily documentation of program statistics.
* Supervise children who attend the summer programming.
* Provide administrative assistance to the programs.
* Take responsibility for the day-to-day housekeeping in the programs.
* Maintain cultural diversity and inclusiveness in all programming.
* Other related tasks and duties that may be requested or required by staff or volunteers.

**Duties and Responsibilities for the Satellite Office at S. Court Street Site Workers:**

* Provide support to management and staff in various departments as required.
* General administrative duties such as copying, faxing and filing.
* Assist in keeping stock of inventory and ordering office supplies.
* Assist in ordering from other suppliers as needed.
* Assist in planning community meetings and booking rooms as required.
* Should have organizational skills, communication skills and experience in basic Microsoft suite.

**Deadline for ALL Applications: Thursday June 19, 2025**

 **Start Date for all Jobs: Monday June 30, 2025**

 **End Date for all Jobs: Friday August 29, 2025**

Bingwi Neyaashi Anishinaabek will look to their membership to fulfil these positions first, then will look to Indigenous members of other First Nations, and finally open positions to the general public.

Apply to: Bingwi Neyaashi Anishinaabek

 **Attention: Louise Esquega**

 Governance Coordinator

 292 S. Court Street

 Thunder Bay, ON., P7B 6C6

 **lesquega@bnafn.ca**