



Beausoleil First Nation Human Resources

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Christian Island, Ontario
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EMPLOYMENT OPPORTUNITY SUMMER EMPLOYMENT COORDINATOR

Posting Date:	Friday, May 16, 2025
Classification:	Term Contract, 20 Weeks
Supervisor:	Joseph Stup, Trust Comptroller
Hours of Work:	35 hours per week
Salary:	\$20.00 - \$22.00 per hour
Closing Date:	Thursday, May 29, 2025
Vacancy Status:	Existing

Overview

Beausoleil First Nation is looking for a dynamic and enthusiastic self-starter to fill the Summer Student Employment Coordinator position. The coordinator will be responsible for coordinating summer employment opportunities for post-secondary students, high school students, and grade 8 students. The coordinator will work closely with the Trust Office and Education Department of BFN to identify student skill areas and conduct a needs analysis of other BFN departments and affiliated organizations throughout the region regarding human resource support.

Key Responsibilities Include:

- Coordination and facilitation of a Job Fair for Prospective Students
- Maintain contact with each student and their supervisors to ensure student success
- Coordinate orientation for hired students
- Bi-weekly approval and submission of student time sheets
- Manage a log of students and hours worked each week
- Assist in managing conflicts
- Advise students of the safety gear needed, if applicable
- Work collaboratively with other BFN departments and affiliated organizations
- Ensure delivery of the final report on program success and note any recommendations going forward.

Qualifications:

- A Grade 12 graduate, a post-secondary graduate, or a student currently enrolled in studies is a requirement.
- Previous Experience Working with Young Adults is an asset
- Flexibility and willingness to work extended hours during the orientation season
- Successful candidate will be required to provide a copy of their valid driver’s license & drivers abstract, and a Criminal Reference Check and Vulnerable Security Sector (VSS)

How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Two recent employment-related reference contacts
- Due to the nature of the funding sources, you must be a Beausoleil First Nation Band Member.

Email applications are preferred and can be sent to: jobs@chimnissing.ca

Alternatively, application packages may be dropped off at: Beausoleil First Nation Administration Building

Please clearly mark your application with your name and the position you are applying for. Shortlisted applicants must bring original documents to the interview.

Accessibility and Accommodation

Beausoleil First Nation is committed to a barrier free, inclusive recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for all applicants during the hiring process.

Artificial Intelligence (AI) Use

Artificial intelligence is not generally used to screen applicants for this position. In cases of high application volume, AI tools may be used to assist with organizing application data, but not to make hiring decisions.