



SUMMER STUDENT COORDINATOR EMPLOYMENT

The Education Department is accepting applications for summer student employment. This is summer employment opportunity for a post-secondary student with a tentative scheduled start date of **May 18th, 2026 and end date of August 28, 2025.**

Reporting directly to the Education Coordinator; unless otherwise directed.

The duties include:

- Supervise students for the BC Hydro IndigTech Program; this includes ensuring that the interns exhibit expectations and professional behaviour as outlined.
- Assist in helping document the Simpcw Summer Student Program by taking pictures or video footage of interns who have signed release forms;
- Assist the Education Coordinator with the Simpcw Summer Student Program;
- Assist with planning logistics, scheduling logistics and coordinating the summer students;
- Act as a liaison between students and management team;
- Assist with the preparation of final reports for grant funding for summer student programs, and final reports on program success;
- Assist with office administration duties;
- Attending all culturally related activities, as directed.
- Arriving on time each day fully prepared for that day's work inside/outside.
- Participating in training sessions and activities, as required.
- Assist with event's being held by Simpcw First Nation.

Qualifications:

- Experience in project coordination, education, human resources or in a related field;
- Must have attended school in the previous academic year and to be returning to studies in the next semester.
- Valid Social Insurance Number (SIN).
- First Aid Level I with Transportation Endorsement, or willing to acquire.
- Class 5 or Class 7 BC Driver's License and a clean driver's abstract, or willing to acquire.
- Name-based or Certified Criminal Record Check with vulnerable sector check

Knowledge and Abilities:

- Knowledge of the Secwepemc culture and traditions, and protocols.
- Excellent verbal, written, interpersonal communication skills.
- Must demonstrate tact, patience, and respect for youth, staff, and community members.
- Maintain ethics and confidentiality.
- Proficient in Microsoft Outlook and working knowledge of Microsoft Word, PowerPoint, Publisher and Excel.
- Must have strong teamwork and cooperation, and service orientation.
- Ability to work in multi-cultural settings and independently with minimal supervision.
- Ability to manage time wisely in order to arrive to work on time.
- Respect for other youth, training facilitators, and staff

Wage: Commensurate with experience and credentials

Application deadline: May 4th, 2026

Interviews:

Please submit a resume that demonstrates your qualifications and experience for the position to:

SimpCW First Nation
c/o Mary Mackenzie, Education & Training Coordinator
PO Box 220 7555 Dunn Lake Road Barriere, BC V0E 1E0
Email: education.coordinator@simpCW.com
Fax: (250) 672-9928

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of Simpcw or Aboriginal ancestry as per Section 16(1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.