



TSAWWASSEN FIRST NATION
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Territory Management Intern – Summer Student

The Tsawwassen First Nation is seeking a student, preferably in a university program, to undertake a 12-week summer placement to assist TFN's Territorial Management Officer with file management and basic referrals research. The student's primary duties will focus on assisting the Territory Management Officer with the implementation of the Tsawwassen Records and Information Management Standard (TRIMS) classification scheme. This project will consist of organizing and classifying active records in accordance with TRIMS, as well as identifying and preparing approximately 15m of records that are to be transferred into offsite storage. The student will also assist with responses to basic referrals, which will include conducting research, writing briefs and correspondence, and compiling documents relevant to a given referral.

Additionally, the student will have the opportunity to assist with other government activities. This may include participating in the planning and delivery of community events for National Aboriginal Day and the First Fish Ceremony, and other duties as may be assigned.

We are seeking a student with the following qualifications:

- Strong analytical skills and a solid understanding of research methods, as well as experience with report writing. A student in the process of completing a diploma or degree in the field of records management, archival studies, public policy, environmental sciences, or another relevant field, is preferred.
- Must be familiar with working in an office environment and have experience using Microsoft Office software, particularly Word and Excel. Experience working with databases would be an asset.
- Knowledge of the Tsawwassen First Nation government and community, the history of Aboriginal peoples in BC, and the treaty negotiation process for BC First Nations, would be an asset.
- Eligibility for the Canada Summer Jobs grant is required (applicant must be a student age 15-30 who will be returning to full-time studies in the fall of 2017) – please see [Employment and Social Development Canada](#) website for information.

Salary will be \$17/hour working full-time (37.5 hours per week) for a 12 week period (June 5th – Aug 25th, 2017). Normal office hours are 8:30 am – 4:30 pm Monday to Friday.

Interested applicants should submit a cover letter and CV along with 3 references to Jennifer Jansen (jjansen@tsawwassenfirstnation.com) no later than 4pm on Friday, May 12th, 2017. Late applications will not be accepted. Only those candidates selected for an interview will be contacted. Pursuant to the Tsawwassen First Nation *Government Employees Act*, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC *Family Law Act*) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.