



Job Posting: Summer Student

Location: Old Massett and Skidegate offices, some remote work (work from home) required

Application Deadline: June 29th

The Gwaii Trust Society is looking for a summer employee to fill the role of Office Assistant for eight weeks starting at the beginning of July. This is a 30 hour per week position and pays \$16.00 per hour.

Main duties for the summer employee will be to update Gwaii Trust's electronic databases, digitize and archive documents and organize its paper filing systems at both the Skidegate and Old Massett offices. Other duties include providing administrative and clerical support to employees in the Skidegate and Old Massett offices.

Qualifications include:

- Between 15 and 30 years of age
- Reliable, organized, committed to maintaining confidentiality and able to work with minimal supervision
- Strong computer skills including proficiency with MS Office.
- A class 7 (N) or 5 driver's license required
- Only local candidates will be considered.

Please submit a resume and a one-page cover letter via email to Carla Lutner, Chief Operations Officer by June 29th

Send all applications to:

Carla Lutner, Chief Operations Officer, Gwaii Trust Society

Email: carla.lutner@gwaiitrust.com

Phone: (250) 559-5807

Funding for this position provided by the Canada Summer Jobs Program