

# KAPAWE'NO FIRST NATION

P.O. Box 10, Grouard, Alberta T0G 1C0

Telephone (780) 751-3800  
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## ADMINISTRATIVE ASSISTANT – SUMMER STUDENT (2 POSITIONS)

**Duration:** 6 weeks (Full-Time)

**Wage:** \$18.00/hour

**Commencement Date:** July 3, 2025

**End Date:** August 15, 2025

### Eligible participants are:

- Kapawe'no First Nation secondary and post-secondary students aged 15 to 30
- ordinarily resident on-reserve
- registered as a full-time student during the preceding academic year and who intends to return to school on a full-time basis in the next academic year.

### Position Summary:

- Support community offices through administrative duties, including data entry, filing, reception, and program support.
- Participate in professional development and Elder mentorship sessions.

### Qualifications:

- Secondary or post-secondary student
- Basic computer and office skills
- Responsible, punctual, and community-oriented
- Possession of a valid First Aid Training Certificate
- Submission of a Criminal Record Check
- Possession of a valid driver's license is an asset

**Application Deadline:** June 27, 2025

**Contact:** Kapawe'no First Nation Education Department

**Phone:** 780-751-3800

**Email:** [education.director@kapaweno.ca](mailto:education.director@kapaweno.ca)

**Location:** Kapawe'no First Nation Band Office, Grouard, Alberta

### NOTE:

- ☐ Applicants are required to submit a resume. Resume writing assistance is available at the Kapawe'no First Nation Wellness Centre.
- *Please note that only successful applicants will be called for an interview.*