



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

Summer Student

Supervisor: Education Manager
Hours: Full-time, temporary

Job Summary

We are seeking enthusiastic and dedicated individuals to join our team as Summer Students. This is an excellent opportunity to gain valuable work experience across multiple roles within our organization. The position involves diverse tasks such as filing, copying, sorting, running errands, clean-up duties, assisting with the set-up and tear-down of events, and participating in community beautification projects.

Duties & Responsibilities

- Performing general office duties such as filing, copying, and sorting documents
- Running errands and completing clean-up tasks as needed
- Assisting with the set-up and tear-down of community events
- Participating in community beautification efforts
- Other duties as assigned to support various departments

Qualifications & Skills

- Strong organizational skills
- Excellent attendance record
- Proficiency with computers and office equipment
- Ability to follow directions effectively
- Physically fit and capable of performing outdoor tasks
- Must be a Saik'uz member
- Must be at least 15 years old

Salary & Benefits

- \$17.40 per hour

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.