



## **EMPLOYMENT OPPORTUNITY**

### **Onkwata'karitáhtshera Summer Internship (KSSEP)**

**Onkwata'karitáhtshera is seeking a Summer Intern (KSSEP) to support key functions of Secretariat and the Community Wellness Plan.**

Under the guidance of the Community Health Plan Liaison and supervision of the Manager of the Onkwata'karitáhtshera Secretariat, the Intern will support various projects including community engagement and communications activities, archiving of research documents, administrative tasks and applied research. There will be opportunities to practice skills in a supportive learning environment, learn about Kahnawà:ke's community health and social services, and work in a dynamic team. Duties include:

- Scanning and archiving Onkwata'karitáhtshera Health and Social Service Research Council-approved final research report documents
- Creating a database of the community's educational resources around food production and preparation
- Supporting events planning and communications tasks around the Community Wellness Plan
- Participating in meetings
- Providing updates at weekly meetings with supervisors and at regular team meetings
- Assisting with Onkwata'karitáhtshera's community engagement activities
- Other special projects as assigned and depending on skills and interests

#### **Required Education & Experience**

- The Onkwata'karitáhtshera Summer Intern must be registered for the Kahnawake Sumer Student Experience Program (KSSEP), and will work in a manner consistent with the KSCS Mission Statement and Personnel Policy Manual
- University student with relevant coursework such as communications, health, library sciences or research
- An interest in community health and social services, planning and programming (can be demonstrated through coursework, experience or extra-curricular activities)
- Knowledge of Kanien'kéha language is an asset
- Strong reading and writing skills
- Excellent organizational and interpersonal communication skills
- High attention to detail and motivated
- Computer skills (Microsoft Office suite; Canva, Photoshop, InDesign or other design software an asset)

<b>Status/Level:</b>	<b>Salary:</b>	<b>Schedule:</b>
D. University (Undergraduate Student)	\$18.42 - \$24.18 /h, depending on education and experience.	Monday 20 May 2024 – Friday 9 August 2024 (12 weeks x 30 hours/week). <i>*Note that given the Planting Day holiday on May 20, the actual start date would be Tuesday May 21.</i>
E. University (Graduate Student)	\$24.62 - \$26.58 /h, depending on education and experience.	

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

**KSCS Human Resources.** You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at KSCS main reception or at [www.kscs.ca](http://www.kscs.ca). Please call 450-632-6880 for more information and submit completed applications, online, to: [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca).

**Deadline to apply is:** Friday, May 3rd, 2024 at 4:00pm.