



**SNUNEYMUXW FIRST NATION  
JOB POSTING  
Co-operative Education Worker  
For Qwam Qwum Stuwixwulh Community School  
Term Position  
Starting January 9th to March 31<sup>st</sup>, 2016**

Under the direction of Roxanne Harris, the Co-operative Education Worker will

**Responsibilities:**

1. Coordinate work experience opportunities for our students
2. Contact businesses
3. Arrange transportation for our students
4. In class instruction about work experience
5. Arrange work related certificate programs for our students (e.g. Food Safe etc.)
6. Summary report of the activities of this program
7. Other duties as assigned.

**Education/Experience requirements:**

- Must have a minimum of Grade 12
- First Aid
- Valid Class 5 Driver's License
- Experience in coordinating programs and writing reports

**Key Competencies:**

- Excellent interpersonal, written and oral communication skills.
- Ability to demonstrate being a positive role model
- Ability to exercise good judgment, show initiative and be proactive.
- High standards of ethics and confidentiality with the ability to handle sensitive information.
- Strong organizational skills with proven ability to effectively prioritize work flow.
- Be a positive role model for our students

Please submit your current resume and cover letter to:

Qwam Qwum Stuwixwulh Community School  
669 Centre Street, Nanaimo, BC, V9R 4Z4

**Attention: Roxanne Harris - Principal**

roxanneh@snuneymuxw.ca

Fax: 250-754-1489

**Deadline Date: December 9<sup>th</sup>, 2016**

For more information contact Roxanne Harris at 250 740-3033  
*Please note only those applicants who are short-listed will be contacted*