

Summer Student Job Description: Administrative Assistant

Position Title: Summer Student – Administrative Assistant (Language Revitalization)

Location: SNLC Office

Duration: 14 weeks

Hours: 30 hours

Job Summary:

The Administrative Assistant will provide support for the Six Nations Language Commission's continued community language revitalization planning efforts. This role involves organizing documents, scheduling meetings, assisting with community outreach, and supporting data collection and reporting. The successful candidate will work closely with SNLC staff to ensure smooth coordination and documentation of initiatives.

Key Responsibilities:

- Assist in organizing and maintaining language revitalization planning documents.
- Schedule and coordinate meetings, take minutes, and follow up on action items.
- Support data entry and organization of language program information.
- Help prepare reports, presentations, and funding applications.
- Assist with community outreach, including preparing materials for meetings or events.
- Support general office tasks such as organizing schedules, and preparing documents.

Qualifications:

- Currently enrolled in a post-secondary program (preferred but not required).
- Strong organizational and time management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and/or Google Suite.
- Excellent communication skills, both written and verbal.
- Interest in Indigenous language revitalization and community planning.
- Ability to work independently and collaboratively in a team environment.
- Ability to speak Ogwehowehneha is an asset.
- Experience with meeting coordination and minute-taking is an asset.