



Summer Student Employment Opportunity

Administrative Support Staff

The RM of St. Clements has received approval for funding of an administrative support staff position under the **Canada Summer Jobs Program**. The summer student position is for 35 hours per week Monday – Friday ending August 31, 2018.

The successful applicant will be involved in the many varied activities of a municipal office, including but not limited to:

- Reception support for phone and person inquiries;
- Cash receipting;
- Preparing correspondences;
- Providing timely information to the ratepayers and the public on general inquiries, assessments, taxes and planning
- Electronic filing of historical documents

Qualified candidates are invited to submit a resume and cover letter by 4:00pm June 22, 2018 to:

Heather Stanik, Office Supervisor
Rural Municipality of St. Clements
1043 Kittson Road Box 2, GRP 35, RR1
East Selkirk, Manitoba R0E 0M0
Email: heather@rmofstclements.com

Individuals applying for this position must be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- registered as a full-time student during the preceding academic year;
- intending to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and;
- legally entitled to work according to the relevant provincial / territorial legislation and regulations

Applications will be reviewed as they are received. We thank all who apply and advise only those selected for further consideration will be contacted.