

JOB DESCRIPTION for the Kahnawà:ke Summer Student Experience Program 2024

Onkwata'karitáhtshera



“For all the people to be concerned in the area of good health”

Position:	Onkwata'karitáhtshera Summer Intern
Duration:	20 May 2024 – 9 August 2024 (12 weeks x 30 hours/week)
Mentor:	Vivienne Walz, Community Health Plan Liaison, Onkwata'karitáhtshera Secretariat
Line Manager:	Karonhiaroroks Picard, Manager, Onkwata'karitáhtshera Secretariat
Requirements:	<p>Education</p> <ul style="list-style-type: none"> - University student with relevant coursework in health, communications 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 <p>Employment Skills</p> <ul style="list-style-type: none"> - Strong reading and writing skills - Excellent organizational skills - Excellent interpersonal communication skills - High attention to detail - Motivated - Computer skills (Microsoft Office suite; Canva, Photoshop, InDesign or other design software an asset) <p>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.</p>
Responsibilities:	<p>Onkwata'karitáhtshera, <i>“For all the people to be concerned in the area of good health”</i> and Kahnawà:ke's One Health and Social Services Agency, is seeking an Intern to support key functions of the Onkwata'karitáhtshera Secretariat and Community Wellness Plan. 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.</p> <p>Duties include:</p> <ul style="list-style-type: none"> ➤ 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

	<p>Community Wellness Plan</p> <ul style="list-style-type: none"> ➤ 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
Wage rate & duration:	\$18.42-26.58 /h, depending on educational level and experience Monday 20 May 2024 – Friday 9 August 2024 (12 weeks x 30 hours/week). *Note that given the Planting Day holiday on May 20, the actual start date would be Tuesday May 21.
Work schedule:	Monday-Thursday, 8:30-5 In-person at the KSCS Operations Office
Deadline to apply:	Friday, May 3 th , 2024 at 4:00pm
	Please forward your application to: Jonathan Kanen'ti:io Rice, Human Resources Generalist KSCS – Kahnawà:ke Shakotii'a'takehnhas Community Services (450) 632-6880 ext. 30159 JonathanR@kscskahnawake.ca