



FNESS Summer Student Competition 26-04 – External

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization and registered charity governed by a First Nation Board of Directors. FNESS supports BC First Nations in building safer, healthier, and thriving communities through programs focused on Awareness, Preparedness, Mitigation, and Recovery.

Position Summary:

The Summer Student assists in the support and guidance for the overall management of administration office work. The Summer Student is responsible for providing administrative and operational assistance for the general operation for administration in the Administrative Division. This position reports directly to the Administration Supervisor and performs all duties and responsibilities in accordance with FNESS policies, standards, governing regulations and procedure. This position

Position Responsibilities:

- Assist in the coordination of staffing and recruitment process.
- Assist with grant applications and fundraising proposals.
- Assist with maintaining an updated donor list
- Assist in the onboarding strategies and perform new employees' orientation to deliver an exceptional first day experience.
- Organize hard and soft copies of employee records
- Assist with managing the HR folder
- Perform other related duties as assigned.
- Ensures operations are compliant with relevant industry regulations, including WorkSafe BC, BC Employment Standards, and Occupational Health and Safety guidelines, assisting with ongoing risk assessments to enhance program integrity.
- Maintains confidentiality on all matters relating to the internal business affairs of FNESS.

This job description describes the primary duties and responsibilities and does not imply that they are the only duties and responsibilities to be performed. Consideration on the role may include student's academic pursuit (i.e. if the student is studying communications or HR, the role might include more tasks in that area).

Core Competencies

Our Competencies serve as the foundation for hiring, evaluation and growth.

- Organization
- Respect for Others
- Time Management
- Cultural Sensitivity
- Presentation Skills
- Interpersonal Communication

Position Requirements:

- Must meet criteria needs under ISET Summer student program guidelines.
- Proficient in Microsoft Office and virtual meeting platforms
- Capable of working with limited supervision and as part of a team; demonstrates versatility in managing multiple projects and is detail-oriented and highly motivated.
- Exhibits strong interpersonal skills and a commitment to cultural competence, with a focus on working respectfully and effectively within diverse cultural contexts, adapting interactions to foster inclusivity and safety for all individuals.
- Strong communication skills.
- Post Secondary
- Criminal Records Check (Vulnerable Sector)
- Valid Class 5 Driver's License/Drivers Abstract (preferred)

Position Type: Term Position- Post secondary student – approximately May 4 to August 28, 2026

Location: Kamloops FNESS Office (274 Halston Ave. Kamloops. BC V2H 1P7)

Compensation: \$25 per hour.

Closing Date: April 24, 2026 at 12pm PST

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is FNESS Policy to practice preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Please forward a current resume and cover letter to: sonya.big eagle@fness.bc.ca

Attention: Human Resources

First Nations' Emergency Services Society

102-70 Orwell Street

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