



# Sioux Valley Dakota Nation

Employment Opportunity

Self Government

Summer Student Assistant

Full-Time, Term

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**Position Summary:** The Dakota Law Development and Implementation Project is moving towards full jurisdiction of Child and Family Service matters for all members of the Sioux Valley Dakota Nation. This will be achieved through the Sioux Valley Self-Government Agreement and through the new Federal Legislation – An Act respecting First Nation, Inuit and Metis children, youth and families (Bill C-92).

A summer student will assist with clerical, organizational and coordination of activities involved throughout the process. Needs to be organized, motivated, outgoing and able to work independently.

**Qualifications:**

- Strong oral and written communication skills.
- Must be a student returning to school in the Fall.
- Must have excellent computer skills
- Ability to speak and write in Dakota is an asset not required.
- Ability to work independently with minimal supervision.
- Ability to multi-task and prioritize tasks to meet deadlines.
- Detail-oriented and diligent to follow-up and complete tasks for assigned projects.
- A positive, pleasant attitude with good problem-solving skills.
- Must have a driver's license and access to vehicle

**Position Duties:**

- Supports the overall daily management of calendars, correspondence, office organization
- Shares the role of reception with current staff by answering all incoming calls using professional telephone etiquette and retrieves voicemail daily. Responds timely to inquiries and messages via a returned telephone call or email accordingly.
- Handles all correspondence: paper mail, emails and routes as appropriate.
- Creates communications: letterhead, posters, brochures, newsletters, and announcement letters.
- Creates an internal database of community members contact information: Elders/Knowledge Keepers, Spiritual Advisors, interested community members in Sioux Valley and other locations ie; Brandon and Winnipeg off reserve membership
- Ensures adequate office supplies are in place – ensure IT equipment is up and running and services when required (lap tops, printers, etc).
- Attends activities or assists in hosting events and activities ensuring records are kept of all attendees, written record of the events, and by working closely with other assigned community staff.
- Must have excellent computer skills in all required areas.
- To assist in research projects in areas regarding Dakota Law development and implementation
- To do the writing for Dakota Language experts when they are working through documents
- Other duties as assigned.

**Competition Number: 202358**

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

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Phone: 204-855-2760 Fax: 204-855-2131

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We thank all those who apply, but only those selected for an interview will be contacted.