



2023 Skills Link Application Form

****To be eligible for Skills Link employment opportunities – application form must be completed in full****

PERSONAL INFORMATION

_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE NAME(S)
_____ PHONE NUMBER	_____ ALTERNATE NUMBER	_____ EMAIL

* Valid Social Insurance Number: YES NO

*Between the age of 15 – 30: YES NO

* Are you a Malahat Nation Status Member: YES NO * Band Number: _____

POSITIONS

Finance Intern (1)

ADDITIONAL INFORMATION

Are you a current student

High-School Upgrading Post-Secondary

*** Due to funding restrictions, the Skills Link Program is not available to students currently enrolled in an education program at any level.*

Have you applied or will you be attending school in the fall: Yes No Recent Graduate

Do you have a valid BC Drivers License? (considered an asset) Yes No Class: L Novice 5

Have you worked at Malahat Nation in the past: Yes No If yes, please provide details?

In the box below please provide to us:

- Self-introduction about interests, hobbies, skills, abilities, traits, and characteristics
- Explain your interest in the position and how it will benefit your educational, career, and personal goals



Malahat

Employment Opportunity

Job Title: Finance Intern

Department: Finance

Hours: 30-hrs per week Full-Time, Term (1-Year Term: November 2023 to on or about November 2024)

Wage Range: \$17.86 to \$18.40 (NEE: H – 0.5)

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40 kilometres north of Victoria, British Columbia. Malahat Nation administration is a growing organization engaged in economic development and providing services to members including but not limited to health, housing, membership and social development etc.

ABOUT THE ROLE(S): The Skills Link employment program is to provide a valuable work experience for First Nations and Inuit youth resident on reserve. The Skills Link program provides experiential learning, and mentoring. The program is designed to help youth develop and build transferable skills and / or find employment in a new field. The goal of the program is to enhance youth's employability and to help discover potential new avenues for education programs.

ELIGIBILITY CRITERIA:

- MUST complete the application in full
- MUST be a registered First Nations, Inuit or Metis youth
- MUST ordinarily reside on reserve
- MUST have a valid Social Insurance Number (SIN) number
- MUST be between the age of 15 – 30
- MUST **NOT** be currently enrolled in school or a returning student in September
- Effective, December 3, 2021: Malahat Nation has implemented a vaccine mandate requiring all employees to be fully vaccinated against Covid19 to be eligible for employment. *All individuals must show Proof of Vaccination as a mandatory condition of their employment.*

COMPLETED APPLICATION CHECK-LIST:

- Completed 2023 Skills Link Program Application form
- Cover letter and resume outlining your past work experience(s)

POSITION	QUALIFICATIONS
<p>Finance Intern (1) Finance Department</p>	<p>The Finance Department is seeking an enthusiastic member who has an interest in learning more about finance, accounting, and office administration. The Finance Intern position has been developed to encourage members to explore the field of accounting and finance, potentially leading to a path of higher education and meaningful employment in the field. Reporting to the Director of Finance, and working closely with the Finance Manager and Finance Clerk, the Finance Intern will learn the ins and outs of working in a finance office position, including: Accounts Payable, Accounts Receivable, Payroll, Bank Reconciliation, office admin, filing and more.</p> <p>Due to funding restrictions, this position is only open to First Nations and Inuit youth, aged 15-30, who ordinarily reside on reserve and are not currently attending school. It is preferred that applicants have a high school diploma or equivalent, and have experience working in an office or administrative-type role.</p>

Interested applicants are invited to submit a Skills Link Program application form including brief introduction, your interests, along with a resume and cover letter.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com

Website: <https://malahatnation.com/jobs/>

Deadline: Recruitment Open Until Position Filled.