



# WEST MOBERLY FIRST NATIONS

## **SUMMER STUDENT MEET & GREET** **Thursday, July 6, 2023** **WMFN Lands Office—5:00 pm**

**Come meet the staff and learn about summer  
work opportunities with the  
WM Lands Department & Twin Sisters Nursery**

### **SUMMER STUDENT INFORMATION:**

**Must be a current student (Jr High, Sr High or Post Secondary)  
Ages 15-29 –Open to WMFN Members**

### **Summer Work Schedule:**

**Monday to Thursday—8:00 to 4:30**

**Start Date: July 10-2023**

**End Date: August 31, 2023**

**QUESTIONS? CONTACT:**  
**Gloria Morris—Field Staff**  
**Coordinator**  
**E: [fscoord@westmo.org](mailto:fscoord@westmo.org)**  
**T: 250-788-3676**



**FOOD & DRINKS  
DOOR PRIZES**

A large, multi-pointed starburst graphic with a jagged, irregular outline, containing the text 'FOOD & DRINKS DOOR PRIZES'.



**Junior Guardian – Lands**  
**WORK LOCATION: West Moberly Lands Office**

<b>Department:</b>	Lands	<b>Start Date:</b>	July 10-2023
		<b>End Date:</b>	August 31-2023
<b>Reports to:</b>	Land Use Manager	Direct Reports:	
<b>Status:</b>	Full time-Summer Student		

**Purpose**

The Jr Guardian’s main work environment will be located at the West Moberly First Nations Lands Office. The Junior Environmental guardian summer students will conduct guardian work within the community and on the land with the supervision of the WMFN Field Staff Coordinator and the West Moberly Land Use Manager. These positions will provide work experience and training. This is a summer student program that will provide full-time employment for 8 weeks.

**Responsibilities**

**Research & Field Work:**

WMFN Lands Department may have any number of projects ongoing. A main duty of the Junior Environmental Guardian is to provide assistance to in these projects. They will be required to assist other lands staff in their duties as directed.

This work may include, GPS culturally relevant sites and information; photo evidence, potential interviews, archaeology work, game camera work, planting/retrieving plants. Examples of potential projects that may require field work or research: Community Camera Placement, Mineral Lick Study Work, Camp Study Work, Community Berry and Medicinal Plant Project, Eagle and Swan Project, Muskrat Project, Caribou Protection Project, Watershed Monitoring Project, Trail Study

Other duties may include travelling with the Conservation Officer, WMFN Environmental and Caribou guardians to monitor events on the land, check cameras/place cameras in remote locations, and other guardian type projects the LUM deems necessary.

The students will also participate in the retrieving seedlings within the Site C flood zone to store and plant elsewhere.

**Training:**

Various training opportunities (IE, Clerical, GPS training, First Aid, Drone etc), working with other students in other departments and working with other employees within the department.

The Junior Environmental Guardian will also assist in other WMFN events and activities as determined by West Moberly Lands Manager.



## Competencies and Skills

### Education and Work Experience:

- Student or youth between 15-30 years old.
- Available for full-time employment until September
- Reliable and self-motivated with a positive attitude
- An ability to communicate professionally with clients, staff, and management.
- Must have good written and verbal communication skills
- Must be able to pass a pre-employment criminal check
- Some experience with using a variety of computerized software packages such as Microsoft Office Suite and Internet.

### How to Apply:

Email cover letter and resume to: [jobswmfn@gmail.com](mailto:jobswmfn@gmail.com)



**Office Assistant – Lands**  
**LOCATION: WMFN Lands Office**

<b>Department:</b>	Lands	<b>Start Date:</b>	July 10-2023
		<b>End Date:</b>	August 31-2023
<b>Reports to:</b>	Land Use Manager	Direct Reports:	
<b>Status:</b>	Full time-Summer Student		

**Purpose**

The Office Assistant main work environment will be located at the WMFN Lands Office. They will be assisting the lands staff in a variety of duties both administrative and technical as well as learning new skills to assist in the day-to-day work required for the office. This position will provide work experience and training. This is a summer student program that will provide full-time employment for 8 weeks.

**Responsibilities**

WMFN has any number of projects occurring and may request research assistance. This work may include using data WMFN currently has, by performing online research or visiting local museums/libraries, etc.

This may include, but is not limited to the following:

1. Document Management-scanning and saving to WM Lands Files using Naming Convention used for File System.
2. Digitizing Media (CD's, Cassettes, Mini-disks)-to files being stored on computer for use. This will involve training on use of equipment and process.
3. Site/Field visits-assist other staff as directed

There may be travel for work, working out of West Moberly First Nations Lands Office. Work will entail in assisting with the organization of office materials and WMFN Storage Quonset as part of the digitization of West Moberly's historical files. Organizing offices, reviewing and digitizing past files and moving them to proper location.

Meeting and greeting visitors over the phone or in person when required.



The Lands Assistant will also assist in other WMFN events and activities as determined by West Moberly Lands Manager.

Other administrative duties as directed.

Various training opportunities (IE, Clerical, GPS training, first aid, drone, etc.), working with other students in other departments and working with other employees within the department.

## Competencies and Skills

### Education and Work Experience:

- Student or youth between 15-30 years old.
- Available for full-time employment until September
- Reliable and self-motivated with a positive attitude
- An ability to communicate professionally with clients, staff, and management.
- Must have good written and verbal communication skills
- Must be able to pass a pre-employment criminal check
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### How to Apply:

Email cover letter and resume to: [jobswmfn@gmail.com](mailto:jobswmfn@gmail.com)



Twin Sisters Native Plant Nursery  
2118 Highway 29 North  
Moberly Lake, BC  
V0C 1X0  
250-788-2244

## JOB DESCRIPTION

### SUMMER STUDENT: GREENHOUSE

Hourly Rate of Pay: \$16.75 / 64 hours Bi-weekly – 8:00 – 4:30 pm

Summer Student Positions run from July 10- August 31, 2023.

Reports to: Greenhouse Manager/Grower

#### JOB DESCRIPTION:

As Summer Students you will perform various tasks as required by the Greenhouse manager. The job will focus on seeding, cleaning, watering and growing native plants which will be used in reclamation and restoration of industrial development sites in the Treaty 8 Territory. You will also learn about seed collection, seed preparation, cleaning, and storage and the relevance of this work as it pertains to Land Stewardship and our Treaty Rights. Working with our Elders and community will also be part of your responsibilities to provide you with a well-rounded work experience.

#### RESPONSIBILITIES

Activities could include but not limited to:

- Seeding, transplanting, watering seedlings
- Participate in seed collection, cleaning, and storage prep
- May provide administrative support in the office from time to time
- Assist with customer service, preparing and packaging seedlings for delivery
- May provide support to our community garden projects

#### QUALIFICATIONS & REQUIREMENTS

The applicant should have:

- Physically fit to perform walking, lifting, bending and twisting
- Self motivated and excellent time management
- Ability to work in small groups or independently
- Self-motivated and positive team player
- Good communication skills
- Willing to learn about the culture & importance of native plants

Please sign if you accept the terms for a Summer Student position with West Moberly/Twin Sisters Native Plants Nursery.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Start Date: \_\_\_\_\_