



Uchucklesaht

Uchucklesaht Tribe Government Job Posting

Position: **Summer Student – Human Services Assistant**

Uchucklesaht Tribe Government is currently accepting applications for a Temporary, Full-time employment opportunity for a Human Services Assistant position. Wage is \$22.00/hour.

Eligible Applicants

- Between 15-30 years of age, with a Social Insurance Number.
- Must be physically fit, and able to lift up to 40lbs.
- Class 5 driver's license preferred.
- Must be Uchucklesaht or Nuu-chah-nulth members.

Duties to include:

- Support Human Services (HS) staff with various programs and activities.
- Provide ongoing support for HS programming in various departments such as health, child & family wellness and prevention, children & youth support, community garden, social development, housing, education and culture.
- Provide clerical support to HS staff.
- Develop, maintain and implement office protocols and policies.
- Support ongoing transition to electronic records.
- Provide support to UTG citizens as needed.
- General gardening tasks, including weeding, propagation, watering, harvesting, and cleaning garden produce.
- Construction and maintenance of the garden, including garden boxes, fence, irrigation, shed, and other projects as they arise.
- Creating weekly or biweekly garden food boxes to interested Uchucklesaht Citizens.

Required qualifications:

- Organized, with strong verbal communication skills
- The ability to work independently and as part of a team
- Positive and professional attitude
- Good physical fitness
- Interest in or willingness to learn gardening skills
- Ability to accommodate flexible hours

Please submit a resume and cover letter no later than **4:30 pm on Tuesday, June 2, 2026**, to:

Attention: Lysa Ray, Executive Assistant

In person/by mail: 5251 Argyle Street, Port Alberni, B.C. V9Y 1V1

Emailed to: Lysa.Ray@Uchucklesaht.ca (MS Word or PDF documents)

We thank you for your interest, however, only candidates selected for an interview will be contacted.