



MUSKEG LAKE CREE NATION

Youth Employment Opportunity

Indigenous Youth Housing

Internship Program (IYHIP)

Muskeg Lake Cree Nation is seeking eager and committed students to participate in the Indigenous Youth Housing Internship Program which will work under general direction from the Public Works and Housing Manager.

ROLES & RESPONSIBILITIES:

- Maintain confidentiality and professional code of ethics; practices within legal parameters and is always accountable to own actions;
- AIS Data Entry and maintenance;
- Ensure the quality of Data standard;
- Generate housing reports;
- General administrative support for housing department;
- Set up and maintain filing systems;
- Other duties as assigned.

SKILLS & EXPERIENCE:

- Computer software applications knowledge;
- Good oral and written communication skills; and excellent people skills;
- Organizational and time management skills; and ability to work independently or as a team;
- Experience working within First Nations communities is an asset;
- Knowledge of Cree culture and language is an asset;
- Ability to work individually or as a team member;
- Minimum Class 5 Drivers Licence;
- Current CPIC and Vulnerable Sector Check (must be provided with application);
- Preference will be given to MLCN community members.
- First Nations (Status or Non-Status), Inuit, or Métis youth
- ages 15–30 inclusive.
- cannot be receiving Employment Insurance while participating;
- cannot work another job during the internship;
- position open to candidate who reside on or off reserve.

Send Applications/Resumes to:

Attention: D. Sanderson, Human Resources Manager

Email: hr@muskeglake.com or drop off resumes off at the Band Office

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- **Deadline to Apply: Friday June 5, 2026 12:00 noon**

- *Only those selected for an interview will be contacted.*