



**Summer Job Opportunity  
Business Services Assistant  
Waubetek Business Development Corporation**

*Pending funding approval* through the federal government's Canada Summer Jobs, the Waubetek Business Development Corporation is providing summer employment for a Business Services Assistant. Based in our office in Birch Island, this position will be assisting with the services provided to Aboriginal business youth clients between the ages of 15 and 30 in the region covering a large territory within north eastern Ontario. This position would be highly suitable for those individuals who wish to pursue a career in business development and obtain experience in working with Aboriginal entrepreneurs.

Qualifications:

- a) Must be a registered full-time student who intends to return to school
- b) Must be a student in a post-secondary program enrolled in business administration, commerce, and/or economics;
- c) Must be between the ages of 15 and 30;
- d) Must be proficient in use of various computer software (word processing, various financial software, email and experience in researching through the internet); and
- e) Must have excellent written and verbal communication skills.

Salary: \$11.50 per hour plus mandatory employer related benefits.

Please submit a letter of application and resume no later than **4:00 p.m. on Friday, April 16<sup>th</sup>, 2010** marked confidential, to the attention of:

Business Services Manager  
Waubetek Business Development Corporation  
Birch Island, Ontario POP 1A0  
Fax to: (705-285-4584)  
Email to: [eaguonia@waubetek.com](mailto:eaguonia@waubetek.com)

*We thank all applicants for their interest in this position, however, only those applicants under consideration will be contacted for an interview.*