

SUMMER STUDENT, Records Assistant

Columbia Basin Trust is looking for a Summer Student to join our Power Operations & Maintenance team from May through August 2021 in our Castlegar office. If you are self motivated, results orientated, and possess strong records management skills, we want to hear from you!

Reporting to the Manager, Operations & Maintenance you will:

- Process, file and organize files and records.
- Prepare new electronic and paper files.
- Convert paper records to electronic records.
- Provide administrative and office support services.

You have strong attention to detail and are comfortable working with technology. You're familiar with the Basin area, organized and great at communicating. You must be a post-secondary student returning to school in the next academic year.

If this sounds like you, view the full job description on our website at <https://ourtrust.org/careers/>. To apply, submit a cover letter and resume by March 21, 2021. The Trust respects and values the rich and diverse cultures in the Basin. We welcome and encourage those who identify as Indigenous to apply.

Who are we?

Our staff team is made up of Basin residents that thrive in a dynamic environment, are innovative and passionate and want to contribute to Columbia Basin communities. Working alongside the people of the Basin, the Trust is committed to strengthening where we live, now and for future generations.

The Trust operates in the traditional territories of the Ktunaxa, Lheidli T'enneh, Secwepemc, Sinixt and Syilx Nations. This region is also home to six Metis Nation BC Chartered Communities. We have offices in four communities around the Basin: Castlegar, Nakusp, Cranbrook and Golden. These communities offer year-round outdoor recreation, a vibrant arts and culture scene and much more.