



## **JOB OPPORTUNITY SUMMER STUDENT FACILITIES ASSISTANT**

**Location:** Mamu Tshishkutamashutau Innu Education Board Office – Happy Valley Goose Bay.

**Employment Term:** July 21-August 29, 2025

**Positions Available:** 1

### **About the Opportunity:**

MT-IE is seeking one (1) summer student to work alongside our Senior Facilities Manager. This role is ideal for a student interested in learning more about facilities operations, maintenance, and the day-to-day management of school infrastructure.

### **Responsibilities:**

- Assist with day-to-day facilities tasks and maintenance projects.
- Help with organizing supplies, tools, and equipment
- Support the inspection of school building and grounds
- Assist with minor repairs and general upkeep
- Follow all safety protocols and guidelines
- Perform other duties as assigned by the Senior Facilities Manager

### **Qualifications:**

- Currently enrolled as a student (high school, post-secondary, or recent graduate)
- Interest in facilities management, trades, maintenance, or related fields
- Willingness to work hands-on in various tasks
- Ability to follow instructions and work as part of a team
- Strong work ethic and reliability

### **How to Apply:**

Please submit your resume and a brief cover outlining your interest in this position to [cdavis@innueducation.ca](mailto:cdavis@innueducation.ca) by Monday July 21, 2025