

# We are hiring a full time position!

## Information Officer

Business Incubator located in the Lytton Resiliency Centre

The Information Officer is responsible for providing reception support.

- Must have good communication skills.
- Strong computer skills.
- Keeps the Business Incubator organized.
- Maintains safe and clean area by complying with procedures, rules, and regulations.
- Resourceful and proactive, able to deal with issues as they arise.
- Schedules appointments for the use of equipment
- Maintains the office equipment, and schedules equipment service and repair.
- Assists in the research of information, and compiles statistics.

**To be eligible for this position, Applicants must be eligible through ASETS**



Eligibility will be confirmed to the right to funding for First Nations status, non-status First Nations individuals who are encountering barriers to securing and/or maintaining employment, and

- Individuals must reside within the ASETS catchment area.
- Are unemployed or under-employed (working less than 20 hrs/week).
- All individuals applying for the following programs are required to obtain a program referral from an ASETS employment counsellor in order to be considered.
- Eligibility will be confirmed at intake appointment. Clients will then receive a referral if deemed eligible.
- The client referral will determine eligibility for funding and that training is in line with the clients' career goals/interests.

**TO CONFIRM ELIGIBILITY CONTACT:**

**Ashlene Minnabarriet / Certified Career Development Practitioner - ASETS West**

**Phone: 250-453-0093**



**Community Futures Sun Country**

**Attention: Linsie Lachapelle**

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