



Malahat

2026 Summer Student Application Form

****To be eligible for summer student employment opportunities – applications must be completed in full****

PERSONAL INFORMATION

_____	_____	_____
LAST NAME	FIRST NAME	MIDDLE NAME(S)
_____	_____	_____
PHONE NUMBER	ALTERNATE NUMBER	EMAIL

* Valid Social Insurance Number: YES NO *Between the age of 15 – 30: YES NO

* Are you a Malahat Nation Status Member: YES NO * Band Number: _____

SUMMER STUDENT POSITIONS

Option	You MUST list in order of preference which opportunity you would like to be considered for first, numbering from 1 - 5	Department	Number of Positions Available (9)	Most favorite position to least favorite (1 – 5 here)
1	Summer Program Support Worker	Early Learning Child Family Supports	2	
2	Stewardship Intern	Stewardship	2	
3	Hul 'q'umi'num' Language Assistant	Community Programs	1	
4	IT Intern	Information Systems & Technology (IT)	1	
5	Administration & Events Support Clerk	Administration	1	
6	Communications Clerk	Capital Projects	1	
7	Maintenance Intern	Operations & Maintenance	1	

ADDITIONAL INFORMATION

Are you a current student (please attach supporting documentation - required)

High-School Upgrading Post-Secondary

School / Program

Grade / Level Completed

Have you applied or will you be attending school in the fall: Yes No Recent Graduate

Do you have a valid BC Drivers License (asset – indicate class): Yes No

Learners Novice Class 5

Have you worked at Malahat Nation in the past: Yes No If yes, please provide details?

In the box below please provide to us - please use additional sheet of paper as needed:

- Self-introduction about interests, hobbies, skills, abilities, traits, and characteristics
- Explain your interest in the position and how it will benefit your educational, career, and personal goals.



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2026 SUMMER STUDENT EMPLOYMENT OPPORTUNITY

REPORTS TO Department Manager

START Summer Student

COMPENSATION \$19.52 to \$20.10 per hour (NEE: 0.5)
- the above rates subject to education and / or experience or
a combination of both.

STATUS (9) Fulltime Term
Min. 24-hours per week

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40 kilometres north of Victoria, British Columbia. Malahat Nation places great importance on increasing the participation and success rates of Malahat Nation members in education, training, and development.

ABOUT THE ROLE(S): The summer student employment program is to provide a valuable work experience for students, experiential learning, and mentoring. The program is designed to help students develop and build transferable skills and / or find employment in their field of study. The goal of the program is to enhance student's employability and to help finance their education.

ELIGIBILITY CRITERIA:

- MUST complete the application in full
- MUST be a Malahat Nation registered member and / or Indigenous
- MUST have a valid Social Insurance Number (SIN) number
- MUST be between the age of **15 – 30**
- Currently enrolled in school, current graduate, or a returning student in September 2026.

COMPLETED APPLICATION CHECK-LIST:

- Completed 2026 Summer Student Application form
 - Please submit, in addition to your application, current transcripts and / or proof of enrollment
- Resume outlining your past work experience(s)

POSITION	QUALIFICATIONS
<p>Summer Program Support Worker (2) Early Learning Child & Family Supports (ELCFS) Department</p>	<p>Reporting to the Director of ELCFS, the successful candidate is required to demonstrate a high level of maturity to provide leadership and supervision to summer program participants. This position will assist in planning, coordinating, and implementing summer programming for children and youth 6 – 12 of age. You can expect to enhance your leadership abilities, team skills, communication, and your knowledge about Malahat youth, language, and culture. Criminal Record Check and 2-References are required. <i>This is a full-time summer student position open to high school, upgrading mature, or post-secondary level students. Working up to 30-hours per week, in office, with flexible work hours including some evenings as needed.</i></p>
<p>Stewardship Intern (2) Stewardship Department</p>	<p>Reporting to the Director of Stewardship, the Stewardship Intern will assist in the delivery of Malahat Nation Stewardship initiatives on the Malahat territory. and will learn about environmental concerns, provide input on habitat stewardship activities, and important resources in the community. Support stewardship team in the office. Provide support during fieldwork including but not limited to fisheries surveys on the boat and guardianship of Malahat lands. Assist with data collection for habitats Malahat Nation's territory. Participate in training and staff meetings as required. Must be physically fit and able to work outside in all weather conditions and be able to walk in rough terrain i.e. forested environments. Personal protection equipment will be provided. BC Driver's license is an asset but not a requirement. Minimal office work compiling information on the computer (basic report writing skills needed), but most of the job will be field based. This is a great opportunity to try out a career in environmental protection and natural resource management. <i>This is a full-time summer student position working up to 24-hours per week.</i></p>
<p>Hul 'q'umi'num' Language Assistant (1) Community Programs Department</p>	<p>Reporting to the Director of Community Programs, the successful candidate will work with our Hul 'q'umi'num' Language Teacher, shadowing and will help facilitate, prepare teaching materials, support classroom activities, and contribute to a welcoming learning environment. Criminal Record Check and 2-References are required. Open to high school, upgrading mature, or post-secondary level students. <i>This is a part-time summer student position working up to 18-hours per week, in office, with flexible work hours including some evenings as needed.</i></p>



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<p>IT Intern (1) Information Systems & Technology Department</p>	<p>Reporting to the Director of Information Systems & Technology, the IT Intern will work closely with the Information Systems & Technology team to assist in day-to-day activities of the IT Department. Along with training on general technical and administrative tasks, the IT Intern will also be provided with education opportunities, such as participation in computer courses as part of their duties. <i>This is a full-time summer student position working up to 24-hours per week, in office.</i></p>
<p>Administration & Events Support Clerk (1) Administration Department</p>	<p>Reporting to the Executive Office Manager, the Administration & Events Support Clerk will learn to be highly organized and detail-oriented summer student providing administrative and event coordination support. Skilled in managing reception duties, scheduling meetings, preparing documents, and maintaining accurate records. Experienced in assisting with event logistics, including venue arrangements, material preparation, and on-site coordination to ensure smooth execution. Adept at multitasking in fast-paced environments while delivering professional, courteous service to staff, clients, and stakeholders. BC Driver's license is an asset but not a requirement. <i>This is a full-time summer student position working up to 24-hours per week, in office.</i></p>
<p>Communications & Capital Projects Support Clerk (1) Capital Projects</p>	<p>Reporting to the Director of Capital Projects, the Communications & Capital Projects Support Clerk will provide administrative, logistical, and communications support to both the administration communication team and capital projects department. Learn and support with drafting and editing public notices, social media updates, and internal communications; coordinate project documentation, schedules, and records; support event planning and community engagement activities; and help track progress on maintenance, renovations, and infrastructure projects. Ensures accurate record-keeping, timely information flow, and a positive public image for the organization. BC Driver's license is an asset but not a requirement. <i>This is a full-time summer student position working up to 24-hours per week, in office.</i></p>
<p>Maintenance Intern (1) Operations & Maintenance (O&M) Department</p>	<p>Reporting to the Director of Operations & Maintenance, the Maintenance Intern will provide tenant and administrative support to the Malahat Operations & Maintenance Department. This is a community facing position and require frequent interaction with the Malahat Nation community. BC Driver's license is an asset but not a requirement. <i>This is a 24-hours per week, extended term position up to 24 weeks in duration, that works in the office with minimal local travel as required</i></p>

Resume support is available at Community Programs Department, 7 Kwanew Kwasun Lane – students are encouraged to seek support from the following individuals:

*Maarten Van Wamel,
Development & Training Coordinator*

*Sandra Vitulano,
Adult Literacy Tutor*

Interested applicants are invited to submit a summer student application form including brief introduction outlining your interests, resume, and transcripts and / or proof of enrollment.

Human Resources Department, Malahat Nation
In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com

Website: <https://malahatnation.com/jobs/>

Deadline: 4:00 p.m. Friday, June 19, 2026