

## Summer Student Office Clerk

The District of Katepwa is seeking ambitious and self-motivated students for our summer maintenance positions!

**Position:** May 5 to August 22, 2025

**Hours of Work:** 35 hours per week, Monday to Friday 8:00 a.m. to 3:30 p.m.

**Wage:** \$18.00 per hour

**Position Available:** 1

**Work Duties:** The Office Clerk will be responsible for assisting in general office duties such as answering phones, electronic and paper filing, receipting payments, preparing summer and fall newsletters, photocopying, maintaining the District website and Facebook page, greeting clients in the office and other duties as assigned.

**Applicant:** Familiarity with technology and various computer platforms (Microsoft Office, Canva, Mailchimp). Attention to detail. Friendly, reliable and open communication. Ability to work individually and collaboratively.

**Applications will be accepted:** Until Friday, April 18, 2025, at 3:30 pm and must include education, training, work experience, and 2 work references.

**Please submit resume to:**  
District of Katepwa  
Box 250 Lebret SK S0G 2Y0  
Or email: [office@katepwabeach.ca](mailto:office@katepwabeach.ca)