



# EMPLOYMENT OPPORTUNITY

Northern Inter-Tribal Health Authority

**Canada Summer Jobs  
YOUTH SUMMER STUDENT EMPLOYMENT  
(High School or Post-Secondary; between 15 and 30 years of age)  
2 Full-Time Term Positions  
for 8 weeks  
Prince Albert, Saskatchewan**

The Northern Inter-Tribal Health Authority (NITHA) is a dynamic First Nations healthcare organization providing health program support to four northern partners: Prince Albert Grand Council, Meadow Lake Tribal Council, Lac La Ronge Indian Band, and Peter Ballantyne Cree Nation.

## **POSITION SUMMARY**

Reporting to Unit Managers, a Human Resources Advisor, or an Executive Assistant, Summer Students will perform a variety of administrative and program support duties. This role offers hands-on experience and exposure to a professional workplace, helping students build both technical and essential employability skills.

Summer Students will assist assigned programs by supporting daily operations and information management. Responsibilities include helping develop and maintain data collection and record-keeping processes, understanding program goals and standards, and applying relevant policies, procedures, and legislation. Students will also contribute to improving office efficiency by working collaboratively within a team environment.

This position emphasizes skill development, offering valuable experience in organization, communication, and workplace systems. Students will also benefit from mentorship opportunities designed to support career growth and professional development.

## **QUALIFICATIONS AND EXPERIENCE**

Ideal candidates will demonstrate the following:

- Current high school or post-secondary student, preferably with an interest in a healthcare career, and returning to studies in September 2026
- Entry-level or intermediate work experience or workplace skills training is an asset
- Strong verbal and written communication skills in English
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and internet use
- Experience working with a First Nations organization is considered an asset
- Strong organizational skills, with the ability to multitask and work effectively in a team
- Commitment to maintaining confidentiality when handling sensitive information
- A valid Class 5 driver's license is an asset

NITHA offers a competitive salary package. **Applicants must submit a complete application, including a cover letter, resume, and three work or school-related references.** Only those selected for an interview will be contacted.

**Closing Date: May 15, 2026**

**Interested applicants may submit their application in confidence to:**



**Human Resource Advisor**  
Northern Inter-Tribal Health Authority  
PO Box 787  
Prince Albert, SK. S6V 5S4



1 (306) 953-5010 (Fax)  
[hr@nitha.com](mailto:hr@nitha.com) (Email)



[www.nitha.com](http://www.nitha.com)