



# Aboriginal Futures

Training, education and employment services  
for urban Indigenous people

## **Summer Student – Career Development Assistant**

**(Full-Time Term Position: May 1 – August 28, 2026)**

**Monday to Friday | 8:30 AM – 4:30 PM**

Aboriginal Futures Career & Training Centre is seeking a motivated post-secondary student for a summer position supporting our Career Development team. This role is ideal for a student interested in career services, social services, education, or community development.

Aboriginal Futures Career & Training Centre is seeking a motivated post-secondary student for a summer position supporting our Career Development team. This role provides hands-on experience in employment services and career development, working alongside experienced practitioners to support clients in achieving their employment and training goals.

Reporting to the Executive Director, the Summer Student – Career Development Assistant will provide client support and contribute to administrative functions.

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### **Position Summary**

- Support Career Development Practitioners with data entry, file maintenance, and client follow-ups to ensure completion of self-assessments in database systems
- Assist in monitoring client progress by maintaining accurate records and updating client files in database management systems
- Observe and assist with one-on-one support to clients with job search activities and career exploration under staff guidance
- Engage with clients in a supportive manner to help identify barriers to employment and connect them with appropriate resources or referrals when needed
- Gain exposure to career development tools and approaches used to help clients identify interests, skills, and employment goals
- Conduct research on employment, training, and education opportunities to support client needs
- Provide support to clients with job search activities (resumes, cover letters, interview preparation)
- Maintain accurate client records and documentation
- Perform general administrative and program support duties as required

## Qualifications and Skills

- Currently enrolled in a post-secondary program (e.g., Social Work, Human Services, Education, Business, or related field)
  - Returning to school full-time in the fall
  - Strong interest in career development, employment services, or community work
  - Excellent communication and interpersonal skills
  - Ability to work respectfully with diverse populations, including Indigenous communities
  - Strong organizational skills and attention to detail
  - Proficient in Microsoft Office (Word, Excel, Outlook), email communication, and internet research; data entry experience considered an asset
  - Ability to work independently and as part of a team
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## Assets

- Knowledge of Indigenous cultures and awareness of employment barriers faced by urban Indigenous peoples
  - Experience in customer service, administration, or community programs
  - Interest in pursuing a career in career development or counseling
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## Application Information

Please submit your resume and cover letter to:

**Executive Director**

Email: leighann@aboriginalfutures.com

**Competition Closing Date:** April 17, 2026

Only those selected for an interview will be contacted.