



### Black Lake Economic Development - Admin Summer Student

- 2 positions available
- 16-week term starting May 4, 2026
- Must be enrolled in University or other post-secondary program
- Reporting to the Office Manager, the summer student will assist with various functions including:
  - Answering phones and greeting visitors
  - Filing
  - Coordinating and booking meeting dates and times
  - Photocopying and preparing packages for meetings
  - Students will also get an opportunity to job shadow the Office Manager for duties such as hiring process, candidate database entry and maintenance, time tracking, payroll creation, benefit and pension tracking, remitting and reconciliation
  - Misc. duties as required

