Sioux Valley Dakota Nation

Employment Opportunity
Sioux Valley Housing Authority
Indigenous Youth Housing Internship Program
Full-Time, Term

(End Date: Mar 31, 2027)

Position Summary: Reporting to the Sioux Valley Housing Authority (SVHA) Manager, the Indigenous Youth Intern will provide clerical and administrative support while assisting with tenant relations, housing agreements, and maintaining accurate housing records. The position will provide hands-on experience in office administration, tenant services, and housing operations while supporting the daily functions of the Sioux Valley Housing Authority.

Position Duties:

Clerical and Administrative Duties

- Perform general office duties, including filing, photocopying, scanning, and preparing documents.
- Answer telephone calls, respond to inquiries, and manage office correspondence.
- Maintain and organize housing records, applications, and tenant files.
- Assist with preparing letters, notices, invoices, and purchase orders.
- Track housing applications, maintenance requests, and work orders.
- Schedule appointments, meetings, and housing inspections.
- Provide administrative support to housing staff and management.
- Assist with preparing, processing, and filing tenant agreements and related documents.
- Maintain accurate records of tenant agreements, renewals, and updates.
- Assist tenants with housing applications, forms, and general inquiries.
- Prepare tenant notices and housing-related communications.
- Maintain positive and professional relationships with tenants.
- Ensure confidentiality of tenant information and housing records.
- Perform other related duties as assigned.

Qualifications:

- Must be Indigenous youth, **30 years of age or under**, and meet program eligibility requirements.
- Minimum Grade 12 diploma or equivalent.
- Basic computer skills, including Microsoft Office applications.
- Good communication, organizational, and time management skills.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to work independently and as part of a team.
- Willingness to learn, reliable, and professional.
- Knowledge of Dakota culture, values, and traditions would be an asset.
- Satisfactory Criminal Record Check may be required.

Competition Number: 2026102

Submit Cover letter and Resume indicating Competition Number

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2671 Fax: 204-855-2131
Email: hrapplications@svdngovernance.com

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email hrapplications@svdngovernance.com to request a copy.