



First Nations Community Services- school based Traineeship IKC - Vacancy Cherbourg

We are seeking a confident, motivated, and tech savvy individual seeking a traineeship locally.

You won't be working alone in this role, you will have a supportive team of Community Service workers and volunteers to support you.

Duties and Responsibilities:

- Undertake guided study in a Certificate III in Business or Community Services over the course of the Traineeship
- Customer Service
- Support of library services and event program scheduling
- Administration and assist coordination events at IKC
- Aid community with computer skills, e-safety and learning Deadly Digital program
- Assist with school programs and activities

Qualifications and Education Requirements

Completing year 11 or 12

Computer Skills

Blue Card – Mandatory

Attributes

- Self-motivated and positive attitude
- Excellent interpersonal skills
- Computer skills
- Interested in assisting community with public library and community programs

What We Offer:

- Personalised guidance and support from our Indigenous Program Mentor
- Onsite visits and full coaching support during your traineeship program
- Nationally Recognised Qualification in Business/Community Services

Please send EOI letter including why you are suitable for the traineeship (no more than 1 page) and resumes to: jobs@cherbourg.qld.gov.au

Applications close 11th April 2025 - Previous application will be accepted

*Note: if a suitable applicant is found, CASC has the right to close the applications sooner. So please get your applications and resumes in asap.