



Mississaugas of the New Credit Employment & Training
659 New Credit Road, Building 2, RR 6 Hagersville ON N0A1H0
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Email Michele.king@newcreditfirstnation.com

Mississaugas of the New Credit First Nation
Summer Student Job Description

Position Title: Communications Assistant

Position Purpose To provide assistance to the Media and Communications Department

1. Accountability

- The **Communications Assistant** is supervised by the Media and Communications Director or designate.
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1. Detailed Responsibilities and Expected Results

- Assisting with the print and distribution of flyers and newsletters
- Assisting with inventory control of promotional items
- Inventory and cataloguing of all event photographs
- Assisting staff with all aspects of Mississaugas of the New Credit events and outreach activities
- Assist in day-to-day clerical tasks; including assessing inventory and ordering supplies when necessary; organization and sorting incoming mail and faxes
- Answer phone, retrieving messages, notifying appropriate staff of all visitors, and relaying messages to proper departmental staff

I. The efficient, responsible and accountable use of resources entrusted for the delivery of services and programming within the community by:

- Always maintain most efficient use of resources
- Maintain strictest confidentiality

II. Assists to ensure all the routines required by Social and Health Services are completed in accordance with organizational policies and procedures by:

- Practicing, promoting and enforcing Health and Safety standards in all aspects of work;
- Practicing and promoting an effective teamwork approach at all levels of the organization;
- Providing open and comprehensive communications with all staff while still maintaining confidentiality.

III. Other Duties

- Performs other duties as assigned from time to time by the Media and Communications Director or designate;
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3. Qualifications

I. Education and Experience

- Currently enrolled in a post-secondary program in business/office administration, or related area. Must be enrolled full time for 2016/2017 Academic year and returning to school full-time in September 2017.



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II. Knowledge

- Knowledge of the Mississaugas of the New Credit policies around media and corporate communications

III. Skills/Abilities

- Communication skills
- Organization skills
- Ability to accurately record data
- Adaptable
- Excellent time management
- Trouble shooting skills
- Resourceful
- Sound decision making skills
- Helpful, trustworthy, flexible, punctual

4. Assets

- Valid Driver's License, insured and/or reliable insured vehicle.
- Knowledge of the history, culture and /or language of the Mississaugas of New Credit First Nation is an asset.

5. Mandatory Requirements

- Must meet age criteria: 18 – 30 years of age as of start date.
- Must be Mississaugas of the New Credit First Nation Band Member (funding requirement)
- Must be enrolled full time for 2016/2017 Academic year and returning to school full-time in September 2017

6. Compensation:

- Post-secondary Student – set wage of \$14.00/hour
- **Start date:** July 3, 2017 for up to 9 weeks (37.5 hours per week)

7. Deadline

- Completed Employment & Training Intake Package, with resume and cover letter(s) due to Employment & training office by Friday June 16, 2017 4:30 pm