



Mississaugas of the New Credit Employment & Training
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Mississaugas of the New Credit First Nation
Summer Student Job Description

Position Title: Heritage/Cultural Assistants- two (2) Positions

Position Purpose

- To provide assistance to the Heritage and Cultural Coordinator and assist the Bio-Diversity team

1) Accountability

- The **Heritage/Cultural Assistant** is overseen by the Cultural Committee and supervised by the **Cultural Committee Chair/Co-Chair or designate**
- Under the direction of the Cultural Committee & Library Committee the Heritage/Cultural Assistants will be responsible for assisting in the development, promotion and the delivery of the MNCFN Annual Three Fires Homecoming Pow Wow.

2) Detailed Responsibilities and Expectations

- At the direction of the Cultural Committee, assist with the MNCFN Annual Pow Wow.
 - Assist with the development and implementation of language programming, craft workshops, cultural demonstrations and displays.
 - Learn about the Carolinian Zone, Species At Risk Program, community rehabilitation, Continued inventory of natural areas within the designated MNCFN naturalization areas
 - Work with other departments to share and present information with the community through various communication methods
 - Hands on garden work in completed rehabilitated areas while researching “green” methods.
- II. The efficient, responsible and accountable use of equipment resources entrusted for the delivery of project**
- III. Assists to ensure all the policies and procedures of the MNCFN are adhered to when pertaining to health and safety and communications, both internal and external**
- IV. Other Duties**
- perform other duties as assigned by the Cultural Committee/Library Committee.

3) Qualifications

i) Education and Experience

- Currently enrolled in Secondary or Post-Secondary with keen interest in Event Management, Tourism, Marketing, Business Administration



ii) Knowledge

- Knowledge of the details of planning and execution of successful events, including coordinating, advertising, budgeting

iii) Skills/Abilities

- Adaptable, flexible work schedule
- ability to work with minimal supervision
- ability to listen to instructions and take direction from supervisor
- Ability to manage time efficiently and adhere to deadlines
- Good communication skills – written and verbal
- Trouble shooting skills
- Sound decision making skills
- Helpful, trustworthy, flexible, punctual
- ability to work outdoors, sometimes in adverse weather (pollen, rain, heat)

4) Assets

- Knowledge of the history, culture and /or language of the Mississaugas of New Credit First Nation is a definite asset.
- Valid driver's license (G1/G2/G) is a definite asset
- Available for duration of summer and flexible in working hours

5) Mandatory Requirements

- Must meet age criteria: 16 – 30 years of age as of start date.
- must have access to reliable insured transportation (some travel maybe required)
- 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:

- Set wage of \$12.00/ hour
- **Start date:** July 4, 2016 for 8 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