



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: Business Support Assistant/Special Projects Coordinator – located at Two Rivers Community Development Centre

Position Purpose

To provide assistance to the office of Two Rivers Community Development Centre

1. Accountability

The **Business Support Assistant/Special Projects Coordinator** is overseen and supervised by the Business Support Officer of Two Rivers Community Development Centre or designate.

2. Detailed Responsibilities and Expectations

- Event Planning
 - Working on business database
 - Recruiting nominations
 - Promotion of business recognition program
 - Assisting with summer youth programming
 - Assisting in the business resource library
 - Responding to enquiries from clients
 - Assisting clients with business research needs
 - Reception duties as assigned
 - Promoting the products and services of TRCDC
 - Attending meetings as required
 - Note taking
 - Compiling project binder to document activities
 - Liaison with public
 - Correspondence with all stakeholders
- I. The efficient, responsible and accountable use of equipment resources entrusted for the delivery of project(s)**
- II. Assists to ensure all the policies and procedures of the Two Rivers Community Development Centre are adhered to when pertaining to administration, health and safety and communications, both internal and external**
- III. Other Duties**
- perform other duties as assigned from time to time by supervisor or as directed by the General Manager of Two Rivers Community Development Centre.

3. Qualifications

I. Education and Experience

- Currently enrolled in a relevant Post-Secondary program with keen interest in Tourism, Marketing, Business Administration, Commerce,

II. Knowledge

- Good working knowledge of computers, internet, database management, Word, Excel



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III. Skills/Abilities

- Adaptable, flexible work schedule
- Excellent interpersonal skills
- Customer service skills – being friendly, patient, pleasant demeanour
- Accurate research and documentation/notation
- Excellent listening skills and take constructive criticism
- 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
- Strong communication skills – written and verbal
- Trouble shooting skills
- Sound decision making skills
- Helpful, trustworthy, dependable, punctual
- Team Player
- Open to additional training

4. Assets

- Knowledge of the history, culture and /or language of the Mississaugas of New Credit First Nation is an asset.
- Availability for duration of summer and flexible working hours
- First Aid CPR/AED
- Reliable insured transportation and valid driver's license G/G2 (minimal travel required for this position)

5. Mandatory Requirements

- Must be a post-secondary student
- Must be a Mississaugas of the New Credit First Nation Band Member
- Attended full time in 2016-2017, and returning 2017-2018
- Must meet age criteria: 18 – 30 years of age as of start date.

6. Compensation:

- Set wage of \$14.00/ hour
- **Start date: June 5, 2017** for 13 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 Wednesday May 31, 2017 4:30 pm