



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

Position Title: Community Story Teller Calendar Project

Position Purpose:

- To compile a documentary style product of selected native and traditional plants and/or trees located on the First Nation. This information is to be used in the creation of a 2018 calendar to educate and create awareness of our traditional uses. The position will also provide support and assistance to the MNCFN Public Library

1. Accountability

- Under the direction of the Library Board the Community Story Teller will be responsible for the development, production and promotion of the calendar project while being available to assist the staff on duty in providing service at the MNCFN Public Library during summer months

2. Detailed Responsibilities and Expectations

- To ascertain all necessary documentation is signed – ie photo release, intellectual property release, personal information release
- To respectfully document and photograph selected native plant/medicines
- create the stories and usage of our First Nation's traditional plants/trees and develop calendar layout
- work with printers to create calendar
- maintain budget and financial details
- Promote and market the project to community members and interested parties
- reporting to the Library Board.
- Other duties as assigned.

I. The efficient, responsible and accountable use of equipment resources entrusted for the delivery of project

II. 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

III. Other Duties

- performs other duties as assigned from time to time by the Library Committee and/or as directed by Chief and Council in accordance to Community Emergency Response Plan

3. Qualifications

I. Education and Experience

- Currently enrolled in Post-Secondary program with interest in Photography, Journalism, Tourism, Marketing, Environmental

II. Knowledge

- Knowledge of interview techniques and creative design/layout for project



III. Skills/Abilities

- Adaptable, flexible work schedule
- Excellent interpersonal skills
- Creative
- Customer service skills – being friendly, patient, pleasant demeanour
- Accurate research and documentation
- 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
- Good communication skills – written and verbal
- Trouble shooting skills
- Sound decision making skills
- Helpful, trustworthy, dependable, punctual

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

5. Mandatory Requirements

- Must meet age criteria: 18 – 30 years of age as of start date.
- must have reliable insured transportation and valid driver's license G/G2 (travel required for this position)
- 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 \$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