



The MISSISSAUGAS OF THE NEW CREDIT FIRST NATION

is accepting applications for the contract position of

“Special Projects Worker”

Closing Date: November 20th/2018 at 12:00pm

Job Summary: To provide clerical and administrative support services to the Greenbelt Moccasin Identifier Supervisor. The Special Projects Worker is supervised on a day to day basis by the Culture and Events Coordinator and is accountable to the Greenbelt Moccasin Identifier Supervisor.

Educational Qualifications/Minimum Requirements

- College diploma in business administration, communications, marketing or a related field, plus 2 years of relevant experience in a First Nation community, OR
- Grade 12 or equivalent and a minimum of 8 years of clerical experience in a related field

Knowledge, Skills and Abilities

- Ability to take direction and work under stressful situations
- Proficient in Microsoft Outlook, Word, and Excel
- Experience with project management and bookkeeping
- Excellent written and verbal communication skills
- The ability and willingness to make difficult decisions in a timely manner, demonstrating good judgement, respect for organizational policies, and New Credit First Nation values
- Strong interpersonal and organizational skills

Other Requirements

- Flexible hours and travel will be required
- Favourable results of a current criminal reference check including vulnerable sector
- Valid “G” class driver’s license, proof of insurance and ability to travel

Salary: \$23.80/hr – 25 hours per week

Term: Up to August/2020

Please submit your cover letter, resume, proof of educational qualifications and three (3) current references, with two (2) being work related if possible to:

The Mississaugas of the New Credit First Nation

Attention: Personnel Committee

2789 Mississauga Road

RR#6 Hagersville, ON

N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the New Credit Admin Building or by email at

HRAssistant@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.