



The MISSISSAUGAS OF THE NEW CREDIT FIRST NATION

is accepting applications for the full-time, permanent position of

“Education Administrative Assistant”

Closing Date: November 30th, 2018 at 12:00pm

Job Summary:

To assist in the coordination of the Mississaugas of the New Credit Education programs to ensure they are delivered in an effective and efficient manner by ensuring the educational operations are consistent with the levels of standard equal to if not surpassing that of the provincial guidelines while promoting a cultural awareness through programs, projects and initiatives undertaken by the department as related to elementary, secondary and post-secondary levels of education. To aid in the improvement and effectiveness of the Education Department's services offered by striving to improve and expand on existing programs while pursuing new and applicable methods of educational teachings and tools that reflect the unique standing of the programs in existence.

Educational Qualifications/Minimum Requirements:

- University degree plus one year of experience OR College diploma plus three years of experience OR high school diploma plus six years' demonstrated competence in a related work situation.
- Workplace-relevant experience in accounting programs, budgeting and financial forecasting.
- Basic understanding of federal/provincial legislation impacting First Nation government, e.g. Indian Act, AANDC programs and services, provincial and federal legislation and guidelines.
- Solid background in computers with specific knowledge in Microsoft Word and Excel.
- Knowledge of the barriers Aboriginal peoples face in obtaining education at all levels.
- Must provide the results of a current criminal reference check including a vulnerable sector check or be willing to provide as soon as possible.

Assets:

- Knowledge of the history, culture and/or language of the MNCFN
- Contracting and proposal development background
- Experience with GRADS and Maplewood database programs

Salary: \$43,969.50 - \$62,329.50

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the New Credit First Nation

Attention: Personnel Committee

2789 Mississauga Road

RR#6 Hagersville, ON

NOA 1H0

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