



The MISSISSAUGAS OF THE CREDIT FIRST NATION  
is accepting applications for the full-time, permanent position of

## **“Culture & Events Assistant”**

Closing Date: February 21<sup>st</sup>, 2019 at 12:00pm

### **Job Summary:**

To provide administrative support to the Culture and Events Coordinator by organizing the monthly community gatherings, assisting with cultural outreach opportunities across the traditional territory and working with all MCFN departments to promote the Anishnaabe language, culture and knowledge.

### **Educational Qualifications/Minimum Requirements**

- Secondary School diploma with 5 years’ experience as an events coordinator or cultural coordinator in a First Nations Community.
- Proficient in Microsoft Outlook, Word, and Excel.
- Experience working with Indigenous knowledge holders
- Experience working with a First Nation Chief and Council.
- Results of a current positive criminal reference check including the vulnerable sector screening.
- Valid “G” class license and proof of insurance, with the ability to travel.
- Willingness to obtain a “F” class license.
- Safe Food Handlers Certification or the willingness to obtain.
- CPR/First Aid certification, with AED

**Salary:** Based on a 25 hour per week schedule, \$19,520.80 - \$26,864.50

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

The Mississaugas of the 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 at the address listed below.

A detailed job description is available at the Administration Building or by email at [Kerri.King@mncfn.ca](mailto:Kerri.King@mncfn.ca)

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