



Mississaugas of the Credit Employment & Training
659 New Credit Road, Building 2, RR 6 Hagersville ON N0A1H0
Tel:905-768-1181 ext 223 Fax: 905 768 0404
Email Michele.king@newcreditfirstnation.com

Mississaugas of the Credit First Nation
Summer Student Job Description

Position Title: Graphic Designer Assistant

Position Purpose To provide assistance to the Media and Communications Department

1. Accountability

- The **Communications Assistant** is supervised by the Media and Communications Director or designate.
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1. Detailed Responsibilities and Expected Results

- Assist with design, print and distribution of flyers and newsletters
- Assisting with inventory control of promotional items
- Inventory and cataloguing of all event photographs
- Updating web and social media sites
- Assisting staff with all aspects of Mississaugas of the Credit events and outreach activities
- Assist in day-to-day clerical tasks; including assessing inventory and ordering supplies when necessary; organization and sorting incoming mail and faxes
- Answer phone, retrieving messages, notifying appropriate staff of all visitors, and relaying messages to proper departmental staff

I. The efficient, responsible and accountable use of resources entrusted for the delivery of services and programming within the community by:

- Always maintain most efficient use of resources
- Maintain strictest confidentiality

II. Assists to ensure all the routines required by Social and Health Services are completed in accordance with organizational policies and procedures by:

- Practicing, promoting and enforcing Health and Safety standards in all aspects of work;
- Practicing and promoting an effective teamwork approach at all levels of the organization;
- Providing open and comprehensive communications with all staff while still maintaining confidentiality.

III. Other Duties

- Performs other duties as assigned from time to time by the Media and Communications Director or designate;
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3. Qualifications

I. Education and Experience

- Currently enrolled in a post-secondary program ideally graphic design or print/media/journalism, or related area. Must be enrolled full time for 2018/2019 Academic year and returning to school full-time in September 2019.



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II. Knowledge

- Knowledge of the Mississaugas of the Credit policies around media and corporate communications

III. Skills/Abilities

- Communication skills
- Strong computer skills in Adobe InDesign, Adobe Illustrator, Adobe Acrobat, Adobe Photoshop, Wordpress, and Microsoft suite.
- Must have web content management experience, and social media management.
- Organization skills
- Ability to accurately record data
- Adaptable
- Excellent time management
- Trouble shooting skills
- Resourceful
- Sound decision making skills
- Helpful, trustworthy, flexible, punctual

4. Assets

- Valid Driver's License, insured and/or reliable insured vehicle.
- Knowledge of the history, culture and /or language of the Mississaugas of New Credit First Nation is an asset.

5. Mandatory Requirements

- Must meet age criteria: 18 – 30 years of age as of start date.
- Must be Mississaugas of the Credit First Nation Band Member (funding requirement)
- Must be enrolled full time for 2018/2019 Academic year and returning to school full-time in September 2019

6. Compensation:

- Post-secondary Student – set wage of \$14.00/hour\
- Start date: TBD pending funding

7. Deadline

Completed Employment & Training Intake Package, with resume and cover letter(s) due to **Employment & Training office by Friday May 3rd, 2019**