



Mississaugas of the Credit First Nation
Summer Student Job Description

Position Title: Library Assistant /Community Story Teller Project

Position Purpose:

- To compile a documentary style document of water stories within our treaty lands and on the First Nation.
- This information is to be used in the creation of a 2020 calendar to educate and create awareness of our relationship with water. The position will also provide support and assistance to the MCFN Public Library

1. Accountability

- Under the direction of the Library Board the Library Assistant/ Community Story Teller will be responsible for the development, production and promotion of the calendar project while being available to delivery/ provide service at the MCFN Public Library during summer months and provide assistance at the annual pow wow

2. Detailed Responsibilities and Expectations

- To ascertain all necessary release documentation is signed.
- To respectfully document and photograph selected bodies of water
- Create the stories and usage of our First Nation's water sources
- 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.

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

Assists to ensure all the policies and procedures of the MCFN are adhered to when pertaining to health and safety and communications, both internal and external

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

Education and Experience

- Currently interested in a relevant Career Stream such as Journalism, Tourism, Marketing, Environmental, Business Administration, Commerce

Knowledge

- Good working knowledge of photography skills and creative design/layout for project



Skills/Abilities

- Adaptable, flexible work schedule
- Excellent interpersonal skills
- 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 the 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: 15-24 years of age as of start date.
- Reliable insured transportation and valid driver's license G/G2 (travel required for this position) *would be an asset*
- Must be Mississaugas of the Credit First Nation Band Member (funding requirement)

6. Compensation:

- Starting wage of \$14.00/ hour
- **Start date:** TBD Pending funding
- Duration: To be determined by Funding Received

7. Deadline

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