



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the Contract Position of
“Proposal Writer”

Closing Date: August 29, 2019 at 12:00pm

Job Summary:

The Proposal Writer will assist the MCFN organization by providing and being responsible for the identification of potential sources of funding to support current or new programs and services.

Educational Qualifications/Minimum Requirements

- University degree related to professional communication, public relations, professional writing, journalism, marketing
- College diploma related to professional communication, public relations, professional writing, journalism, marketing with 1 year related experience
- Secondary School diploma with a minimum of 5 years of direct experience

Knowledge/Skills/Abilities

- Solid background in computers skills with specific knowledge of Microsoft Word and Excel
- Excellent verbal and written communication skills, proofreading and editing skills
- Knowledge and understanding of current issues in MNCFN

Other Requirements

- Willing to work on call as required
- Must provide a current Criminal Record Check or be willing to obtain one
- Must be willing to travel and must possess a Valid Ontario Driver's License

Assets

- Ability to work independently and within a team environment
- Able to take direction, prioritize and manage multiple tasks
- Knowledge of MNCFN Anishinaabe Cultures and life styles

Salary: \$22.55-31.97 Per Hour, depending upon relevant experience

Contract Term: Starting ASAP, Term contract, up to March 2020

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

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
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
stephanie.laforme@mncfn.ca

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