The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the Mentored Work Placement contract position of

“Employment and Training Assistant”

Job Summary:
The Employment and Training Assistant Trainee will provide assistance with maintaining all necessary paperwork relating to Service Canada funding requirements. They will provide clients with basic information on programs and services relating to employment and training priorities as well as general information for Social and Health Services and the First Nation in general. The successful candidate will be solely responsible for researching virtual alternatives to organizing and delivering two signature events hosted by Employment and Training (Annual Career Fair and Business Showcase). The position will also entail data entry in a mandatory data collection program and the First Nation held demographic database.

Minimum Educational/Knowledge Requirements
- Post-Secondary Education in office administration, employment services or related area OR
- High school diploma or equivalent plus experience and knowledge of office setting with strong skills in facilitation and event management
- Working knowledge of general office equipment and the ability to use various computer software

Skills and Abilities
- Ability to multi-task
- Possess strong communication skills
- Requires strong facilitation skills/presentation skills, public speaking skills and event planning.

Minimum Requirements (as per funding eligibility)
- Must be between the ages of 15-30 as of start date
- MCFN Band Member is preferred, but open to all First Nation, Inuit applicants
- Must be out of school and unemployed/underemployed
- Must be willing to obtain a CPIC and certification in First Aid/CPR

Hourly Rate: $17.00     Hours of Work: 30 hours per week     Contract Term: up to 34 weeks

Closing Date: August 27th, 2020

Please submit your cover letter, resume and current references to:

Mississaugas of the Credit Human Resources
2789 Mississauga Road
RR#6 Hagersville, ON
N0A 1H0 or via email to
stephanie.laforme@mncfn.ca

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