



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full time, 1-year contract position of
“Justice Intern”

Closing Date: August 5, 2021 at 12:00PM

Job Summary:

The Justice Intern provides assistance to the Governance Department with the development of a recruitment and engagement process for the MCFN Administration of Justice.

Qualifications/Minimum Requirements

- High School Diploma or equivalent plus an interest in post-secondary education in the area of law, political science, policy, indigenous governance, public administration, office settings.

Knowledge

- An awareness of the Federal and Provincial legislation and regulations that include but are not limited to the Canada Labour Code and the Canadian Human Rights Act
- An awareness of the barriers Indigenous people face in their quest for meaningful employment opportunities

Skills/Abilities

- Ability to work cooperatively with other staff and management
- Ability to communicate professionally and effectively, to both internal and external inquiries
- An organized approach and strong work ethic
- Able to work unsupervised and accomplish set out tasks in a timely fashion
- Excellent computer skills, with proficiency in Word and Excel
- Proficiency in WordPress is preferred
- Organizational skills and good record keeping abilities
- Must be able to follow direction
- Self-starter with the ability to prioritize, undertake multiple projects at once and meet tight deadlines
- Willingness to gain knowledge of Indigenous governance, administration of justice, and understanding of its operations
- Strong skills in facilitation and employment relations

Other Requirements

- Must meet age criteria: 15-30 years of age as of start date
- Due to funding requirements, must be a Mississaugas of the Credit First Nation Member or Indigenous Person, and must NOT be enrolled in any school program
- Must submit or be willing to submit a successful CPIC
- Must be open to obtaining First Aid/CPR

Salary Range: \$18.00/hour – 11 month contract

Please submit your cover letter, resume, educational qualifications and three (3) references (preferably 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 Admin Building or by email at Alisha.Anderson@mncfn.ca

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