



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full time, 1-year contract position of
“Lands, Membership and Research (LMR) Intern”

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

Job Summary:

The Lands, Membership and Research Intern provides clerical support to the staff of the Lands, Membership and Research Department by becoming familiar with the Lands and Membership programs and assisting with the efficient delivery of services to the Membership.

Qualifications/Minimum Requirements

- College diploma with 2 years office experience OR
- Grade 12 education and 5 years related work experience

Knowledge

- Working knowledge of the use of office machines
- Solid background in computers, with specific knowledge of Microsoft Word and Excel
- Demonstrated experience in the area of public relations
- Experience in working in a First Nation’s environment
- Knowledge of Mississaugas of the Credit’s history

Skills/Abilities

- Ability to work cooperatively with other staff
- Ability to relate effectively to community members
- Able to work unsupervised and accomplish set out tasks in a timely fashion
- Organizational skills and record keeping abilities
- Excellent written and verbal communication skills
- Ability to work flexible hours and weekends when required
- Maintains a calm, courteous and professional demeanor at all times

Other Requirements

- Must submit or be willing to submit a successful CPIC
- Must be willing to become certified in Safe Food Handling
- Must be willing to become certified in the Lands Program and Membership Program, in addition to all other relevant training regarding lands and membership
- Due to funding requirements, must be a Mississaugas of the Credit First Nation Member

Salary Range: \$16.899-23.49/hour

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 Stephanie.laforme@mncfn.ca

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