



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full time position of
Governance Coordinator

Closing Date: October 14, 2021 @ 12:00PM

Job Summary:

This position provides support to the Governance Department and Pillar 7 Governance on the Recognition of Rights of Indigenous Peoples exploratory discussions.

Education and Experience

- Relevant Post-Secondary diploma in Political Science, Public Administration or a related field,
- Or Grade 12 plus 5 years of direct experience in a First Nation organization.
- Hands on experience in the development of legislation, regulation and policy, preferably within a First Nations provincial/territorial organization or First Nations administration;

Required Knowledge/Skills/Abilities

- Knowledge of First Nations historical, political and legal issues;
- Knowledge of legislation provided by the respective government agencies affecting the First Nation: Indian Act, Electing & Voting Regulations, First Nations Land Management Program, INAC Membership Requirements.
- High level of experience and knowledge with First Nation, provincial/territorial, municipal and Canadian governments;
- Ability to work independently and as a member of a diverse team, where relationships are developed and maintained;
- Ability to communicate orally and in writing at a high degree of proficiency;
- Knowledge of the political structures and practices of MCFN;
- Excellent analytical, judgement, persuasion, and consensus abilities;
- Innovative and creative thinker, with ability to think outside of the box;
- Highly organized and pragmatic thinker, with excellent problem-solving skills and the ability to work effectively at both the process/detail level, as well as the big picture/outcome level;
- Ability to balance competing priorities;
- Ability to work in a fast-paced environment;
- Ability to work a flexible schedule, including evenings and weekends, as required;
- Ability to work closely and collaboratively with the Executive Director of Intergovernmental Affairs;
- Willingness to travel on short notice;
- Solid background in computers with specific knowledge of Microsoft Word and Excel;
- Specific knowledge and understanding of Mac systems, iPads, iClouds and syncing features;
- Knowledge of virtual meeting programs, including Zoom.

Assets

- Critical thinking skills, including the ability to research, analyze and evaluate and make decisions concerning complex information and ideas;
- Ability to articulate verbally and in writing complex information and ideas;
- Understanding of legislative and policy drafting processes;
- The ability and willingness to make decisions in a timely manner, demonstrating good judgement, respect for organizational policies and Mississaugas of the Credit First Nation values and inherent rights.
- Genuine knowledge and understanding of the Seven Grandfather Teachings and the willingness to learn.
- Familiarity with MCFN history, community and governance structures and aspirations.
- Lands Management Knowledge

Other Requirements

- Results of a current Criminal Reference Check/Vulnerable Sector Screening
- Valid G Class Driver's License and reliable vehicle
- Safe Food Handler's Certificate or the willingness to obtain

Salary: \$41,641.50 - \$67,837.50

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment related, to:

<p>The Mississaugas of the Credit First Nation Attention: Personnel Committee 2789 Mississauga Road Hagersville, ON N0A 1H0</p> <p>Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.</p>

A detailed job description is available at the Administration Building or by email at: stephanie.laforme@mncfn.ca
Miigwech to all who apply, only those candidates selected for an interview will be contacted.