



The MISSISSAUGAS OF THE CREDIT FIRST NATION

Is accepting applications for the Mentored Work Placement contract position of

**“Heritage and Cultural Coordinator/Library Worker”**

**Closing Date: December 2, 2021 @ 12:00PM**

**Job Summary:**

To provide coordination of the Annual Three Fires Homecoming Pow Wow (for 2022) and provide delivery of Library Services and perform clerical tasks at the MCFN Community Library.

**Education and Experience**

- Currently interested in career stream such as Event Management, Tourism, Marketing, Business Administration.

**Mandatory Requirements**

- Must meet age criteria: 15 – 30 years of age as of start date.
- Must be available for some weekends and mandatory to be onsite during Annual Pow Wow (when held on-site)
- Preference of Mississaugas of the Credit First Nation Band Member however the position is open to all First Nation Inuit youth applicants

**Knowledge**

- Knowledge of the details of planning and execution of successful events, including coordinating, advertising, budgeting

**Skills/Abilities**

- Adaptable, flexible work schedule
- Ability to work with minimal supervision
- Ability to manage work load and supervision of visitors to Library
- Ability to listen to instructions and take direction from supervisor
- Ability to manage time efficiently and adhere to deadlines
- Good communication skills – written and verbal
- Trouble shooting skills
- Sound decision making skills
- Helpful, trustworthy, flexible, punctual
- Ability to work outdoors, sometimes in adverse weather (pollen, rain, heat)

**Assets**

- Knowledge of the history, culture and /or language of the Mississaugas of Credit First Nation is an asset.
- Availability for duration of summer and flexible in working hours
- reliable insured transportation and valid driver’s license G/G2 definite asset

**Hourly Rate:** \$18.00    **Hours of Work:** 37.5 hours per week    **Contract Term:** Expires September 3, 2022

Please submit your cover letter, resume and 3 current references to:

Mississaugas of the Credit First Nation  
2789 Mississauga Road  
Hagersville, ON  
N0A 1H0 or via email to  
[stephanie.laforme@mncfn.ca](mailto:stephanie.laforme@mncfn.ca)

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