



is accepting applications for the full time, contract position of
“Lands, Membership and Research (LMR) Intern”

Closing Date: January 20, 2022 at 12:00PM

Position Purpose:

- A. Provide clerical support to the staff of the Lands, Membership and Research Department
- B. Become familiar with the Membership and Lands Programs
- C. To become certified in the Lands Program and Membership Program and all other relevant training regarding lands and membership.

Education and Experience

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

Mandatory Requirements

- 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 CPICVS and certification in First Aid/CPR

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

Salary Range: \$18.00/Hour 37.5 Hours per week for a term of 11 Months

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
NOA 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.