



is accepting applications for the full time contract position of

**Major Projects Assistant**

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

**Job Summary:**

The Major Projects Assistant works with to assist the Mississaugas of the Credit with engagement on major projects occurring within our territory, with a focus on ensuring MCFN content, recognition and representation in various projects, not limited to Parks Canada projects, Waterfront Toronto's revitalization of the Toronto Waterfront, Ontario's plan to redevelop Ontario Place, the Downsview redevelopment and the Canadian National Railway's Milton Logistics Hub projects.

**Education and Experience**

- Grade 12 diploma or equivalent and relevant training, and/or certification in project management.
- 1 year of experience working in project management or a related position, preferably with a First Nation government or organization.

**Required Knowledge/Skills/Abilities**

- Ability to work as a member of a diverse team, where relationships are developed and maintained.
- Innovative and creative thinker, with ability to anticipate outcomes, think ahead, and solve problems.
- Ability to track spending.
- Excellent verbal and written communication skills.
- Ability to work in a fast-paced environment and balance competing priorities.
- Willingness to travel within the Greater Toronto Area on short notice.
- Computer skills including specific knowledge of Microsoft and Mac operating systems and software.
- Knowledge of virtual meeting programs, including Zoom.
- Basic knowledge of Aboriginal rights, treaty rights, and First Nations historical, political, and legal issues.

**Assets**

- Familiarity with MCFN history, community, and governance structures and procedures.

**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:** \$43,969.60 - \$62,329.50

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment 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 Administration Building or by email at: [stephanie.laforme@mncfn.ca](mailto:stephanie.laforme@mncfn.ca)  
**Miigwech to all who apply, only those candidates selected for an interview will be contacted.**