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: March 31, 2022 @ 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 Dec. 31, 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

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