The MISSISSAUGAS OF THE CREDIT FIRST NATION is accepting applications for the full time, contract position of “Lands, Membership and Research (LMR) Intern”

Closing Date: March 31, 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.