



Summer Student Employment Opportunity

Special Projects Officer

The Role

The Special Projects Officer (the Project Officer) will provide support to MCB-LP team. Reporting to the CEO, the Project Officer will provide administrative support, coverage for the Executive Assistant, and support the business development portfolio. This will include providing reception desk coverage, assisting with meeting preparation, and the organization of electronic files. The Project Officer will also assist with various tasks associated with the business development portfolio.

Education and Experience

The ideal candidate is working towards a degree or diploma in commerce or business administration (accounting or finance major is preferred). In addition, candidates should have experience working with MS Office programs including Word and Excel and online file sharing systems. Candidates should possess excellent communication and organizing skills and previous experience working in an office setting.

Due to the nature of the funding for this position, preference will be provided to candidates who meet the qualifications of the position and is a registered member of the Mississaugas of the Credit First Nation.

Terms of Employment

The successful candidate will work thirty-five hours a week, Monday through Friday, from May 2, 2022 to August 26, 2022 on a contract basis. This position will be based out of the MCB-LP corporate offices located at the New Credit Business Plaza near Hagersville, Ontario. MCB-LP will offer the successful candidate a competitive compensation package. This position may require occasional overtime.

Please submit your cover letter, resume, proof of educational qualifications and three employment references no later than 4PM on Tuesday, April 19, 2022 to:

Mississaugas of the Credit Business LP
Attention: Summer Student Recruitment
78 1st Line, Unit 203
Hagersville, ON
NOA 1H0

Applications may also be submitted by email to alaforme@mncbc.ca.

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