



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: May 19, 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: Start date: May 30, 2022 for 14 weeks (37.5 hours per week)

To apply: Please submit your completed Employment & Training Intake Package, with Resume, Cover letter, and 3 references to:

Human Resources - Mississaugas of the Credit First Nation
2789 Mississauga Road
Hagersville, ON
NOA 1H0 or via email to
stephanie.laforme@mncfn.ca

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