



The MISSISSAUGAS OF THE CREDIT FIRST NATION

Is accepting applications for the Mentored Work placement contract position of

“Employment and Training Assistant”

Closing Date: August 11th, 2022 @12:00pm

Job Summary:

The employment and training Assistant Trainee will provide assistance with maintaining all necessary paperwork relating to Service Canada funding requirements. Provide clients with basic information on programs and services relating to employment and training priorities as well as general information for Social and Health Services and the First Nation in general. This position also requires strong facilitation skills/presentation skills, public speaking skills and event planning. The successful candidate will be solely responsible for the organizing and delivery of signature Career Fair event hosted by Employment and Training (Annual Career Fair and Business Showcase). The position will also entail data entry in a mandatory data collection program and the First Nation held demographic database and possibly assisting with collection of Labour Market Information

The ideal candidate will have a working knowledge of the operation of general office equipment and the ability to use various computer software programs. They will have the ability to multi-task and will possess strong communication and organizational skills.

Minimum Requirements

- Must be between the ages of 15-30 as of start date
- MNCFN 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 CPIC and certification in First Aid/CPR

Hourly Rate: \$18.50/Hour

Hours of Work: Up to 25 hours per week

Contract Term: August 2022 - June 30 2023

Please submit your cover letter, resume and current references to:

Mississaugas of the Credit Human Resources
2789 Mississauga Road
Hagersville, ON
N0A 1H0

A detailed job description can be obtained from Employment & Training
Applications will also be accepted by fax at 905-768-1225 or at Stephanie.laforme@mncfn.ca

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