



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full time, permanent position of
“Lands, Membership and Research Clerk”

Closing Date: Thursday January 26, 2023 at 12:00PM

Job Summary:

POSITION PURPOSE

- A) Provide clerical support to the Director of Lands, Membership & Research, the Lands, Membership & Research Assistant and the Community Consultation, Lands & Membership Officer.
- B) Processing and tracking of MCFN Members applications for the Community Wellness Policy and for the Estate Policy.

QUALIFICATIONS

Education and Experience

- College diploma with 2 years office experience OR
- Grade 12 education and 5 years related work experience
- Must submit or be willing to obtain a successful CPIC with vulnerable sector screening

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
- Familiarity with Membership directives
- Familiarity with the RLEMP (lands) program

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
- Must have good organizational skills and record keeping abilities
- Must have excellent written and verbal communication skills
- Ability to work flexible hours and weekends when required.
- Must be able to maintain a calm, courteous and professional demeanor at all times
- Willingness to train for membership and land managers certification and any other training pertaining to the Department

Salary Range: \$36,662.50 - \$51,350.50

Please submit your cover letter, resume, proof of Educational Qualifications and 3 references (preferable work related) to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
Hagersville, ON
N0A 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.