



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the **full time, permanent** position of
MCFN Lands Claims Coordinator
Closing: Thursday January 26, 2023 @ 12:00 PM

POSITION PURPOSE:

To oversee and to be actively involved in the research and development of land claims with a focus on resolution, negotiation, ratification and Engagement with the Mississaugas of the Credit members.

Education and Experience

- Completion of Post -Secondary certificate/diploma in Native Studies, Indigenous governance/or equivalent combination of education and experience
- Experience working with a First Nation

Knowledge

- Knowledge of the Mississaugas of the Credit First Nation's history and treaties
- Proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Analytical, communications and interpersonal skills
- Ability to prepare meeting minutes, briefing notes and internal support material when required.
- Upholds confidentiality
- Strong team orientation, and ability to work independently when required
- Have excellent written and verbal communications in internal and external processes (including to assist in preparing and delivering presentations)
- Understanding of relevant policies as it relates to land claims
- Strong reading skills

Skills/Abilities

- Excellent interpersonal skills and creative thinking
- High-level communication skills (written and oral)
- Strong multi-tasking and time management skills
- Strong organizational and file management skills
- Self-motivated, reliable, and accurate attention to detail

Other Requirements

- Must possess own transportation and a valid driver's license
- Successful candidate will be required to provide a criminal record check including vulnerable sector screening, as a condition of employment
- Ability to work flexible hours, which may include nights and weekends
- Safe Food Handling Certificate or willingness to obtain upon hire.

Salary - \$40,297.50-56,821.50 based on 37.5 hours weekly.

NOTE: This full time permanent position is based on available funding.

Please submit your cover letter, resume, educational qualifications and three current work related references (in addition to the above) 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.