The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the Summer Student- Contract position of
“Library Assistant and Cultural Coordinator Assistant”
Closing Date: OPEN UNTIL FILLED

Job Summary:
The position will provide support and assistance to the MCFN Public Library and Assist in the Organization of the annual Three Fires Homecoming Pow Wow and Traditional Gathering.

Education and Experience
• Currently enrolled in a relevant Post-Secondary program with keen interest in Journalism, Tourism, Marketing, Environmental, Business Administration, Commerce

Knowledge
• Good working knowledge of photography skills and creative design/layout for project

Skills/Abilities

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<th>Adaptable, flexible work schedule</th>
<th>Ability to listen to instructions and take direction from supervisor</th>
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<td>Excellent interpersonal skills</td>
<td>Ability to manage time efficiently and adhere to deadlines</td>
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<td>Customer service skills – being friendly, patient, pleasant demeanour</td>
<td>Good communication skills – written and verbal</td>
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<td>Accurate research and documentation</td>
<td>Trouble shooting skills</td>
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<td>Excellent listening skills and take constructive criticism</td>
<td>Sound decision making skills</td>
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<td>Ability to work with minimal supervision</td>
<td>Helpful, trustworthy, dependable, punctual</td>
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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 working hours
• First Aid CPR/AED

Mandatory Requirements
• Must meet age criteria: 18 – 30 years of age as of start date.
• must have reliable insured transportation and valid driver’s license G/G2 (travel required for this position)
• Must be Mississaugas of the Credit First Nation Band Member (funding requirement)
• Must be enrolled FULL TIME for 2022/2023 Academic year and returning to school full-time in September 2023

Compensation
• Wages $17.00 Hourly
• Duration: up to 13 weeks beginning ASAP
• Please submit your completed Employment & Training Intake Package, cover letter, resume, proof of educational qualifications and three current references 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 Administration Building or by email at stephanie.laforme@mncfn.ca