The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for Part-time Librarian/ Administrative Assistant

“Library Worker/Administrative Support Worker”
Closing Date: Friday October 13th, 2023 @ 12:00PM

Job Summary:
To provide the delivery of Library Services and perform clerical tasks at the MCFN Community Library. To assist in Cultural activities & Events throughout the year.

Education and Experience
- Currently interested in career stream such as Office Administration.
- Knowledgeable in computers, ability to troubleshoot computer programs.
- Experience in working in public service environment.
- Experience working in an office setting.

Mandatory Requirements
- Must be able to travel for events within the traditional territory of MCFN when necessary.
- Must be available for some weekends and mandatory to be onsite during cultural events (when held on-site)
- Preference of Mississaugas’s of the Credit First Nation Band Member, however the position is open to all Community Members
- Must be willing to obtain Vulnerable Sector Check
- Must have certification in First Aid/ CPR or willing to take training.
- Food Handlers certificate/or willing to take training.

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 workload 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
- Computer knowledge skills- word, excel, publisher.
- Ability to operate general office equipment.
- Programming events for all ages- i.e., Computer lesson, knowledge keepers, reading circles, book clubs, children’s activities.
- Knowledgeable in fundraising activities

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: $20.00  Hours of Work: 25 hours per week

Contract Term: Start date: October 23, 2023. – March 31, 2024

To apply: Please submit Resume, Cover letter and 3 references to:
Attention: Human Resources
2789 Mississauga Road
Hagersville, ON
N0A 1H0

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