



The MISSISSAUGAS OF THE CREDIT FIRST NATION  
is accepting applications for the full-time, **CONTRACT** position of  
**Council Coordinator**  
Closing Date: May 2, 2024 at 12:00pm

To provide clerical and administrative support services to the MCFN Chief and Council.

**Education and Experience**

- College diploma in business/office administration or related field
- OR Grade 12 or equivalent and a minimum of two years clerical experience in a related field

**Skills/Abilities**

- The ability and willingness to make difficult decisions in a timely manner, demonstrating good judgement, respect for organizational policies, and the First Nation values
- Strong written and oral communication skills
- Have strong organizational skills and have the ability to multi-task and work productively in stressful situations
- The ability to have effective interpersonal skills to work with Chief & Councillors, Community Members, General Public, Staff and Stakeholders of the organization.
- Effective organizational and time management skills to achieve tasks in a tight timeframe
- Ability to deal with challenging personalities and maintain a sense of composure in difficult situations.

**Other Requirements**

- Must have the ability to travel if required;
- Must have good computer skills, with strong knowledge of Microsoft Word and Excel
- Must have Safe Food Handlers Certification or be willing to take it as soon as possible
- Must provide a satisfactory Criminal Reference Check, current within the last 12 months
- Must have demonstrable basic financial experience

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment 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 Administration Building or by email at

[alisha.anderson@mncfn.ca](mailto:alisha.anderson@mncfn.ca)

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