The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the Summer Student- Contract position of
“Summer Student – Administration Clerical Support
Closing Date: May 9, 2024 @ 12:00PM

Job Summary:
To provide clerical support services to the Finance Department, Human Resources Department, Executive Director of Operations, Administration Team and Executive Management Team (EMT).

Education and Experience
• Secondary or Post-Secondary Student, currently enrolled in a FT Educational Program and returning to FT studies in September 2024.
• Solid background in computers, with specific knowledge of Microsoft Word and Excel

Skills/Abilities
• High level of initiative, professionalism and judgment in order to prioritize tasks, workload and projects.
• Ability to take direction and strictly follow MCFN confidentiality policies.
• Ability to produce quality content under short time frames and/or stressful situations.
• Superior verbal and written communication skills and the ability to relate to varied audiences.
• Working knowledge of various office machines, including fax, photocopier, shredder, etc

Assets
• Work-related experience in a highly functioning First Nation organization
• Knowledge of Federal, Provincial and Municipal governments and their processes
• Valid G2/G class license

Other Requirements
• Aged 15 (Fifteen) to 30 (Thirty)
• Must be Mississaugas of the Credit First Nation Members.(funding requirement)
• Positive Results of a Criminal Records Check

Compensation
• Wages $20.00 (37.5 hours per week)
• Duration: up to 9 weeks beginning June 10 – August 31, 2024

Please submit your completed Employment & Training Intake Package, cover letter, resume, proof of educational qualifications and three current references to:
alisha.anderson@mncfn.ca

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