



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