



The MISSISSAUGAS OF THE CREDIT FIRST NATION  
Is accepting applications for the Summer Student- Contract position of  
“Summer Student – Library Assistant and Cultural Coordinator Assistant  
**Closing Date: May 9, 2024 @ 12:00PM**

#### **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 or high school with interest in assisting in library setting and providing support in team setting.. Must be enrolled full time for 2023/2024 academic year and returning to school full time in September 2024

#### **Knowledge/Skills/Abilities**

- Adaptable, flexible work schedule
- Excellent interpersonal skills
- Customer service skills – being friendly, patient, pleasant demeanour
- Accurate research and documentation
- Excellent listening skills and take constructive criticism
- Ability to work with minimal supervision
- 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, dependable, punctual

#### **Assets**

- Aged 15 (Fifteen) to 30 (Thirty)
- Must be Mississaugas of the Credit First Nation Members.(funding requirement)
- Current Safe Food Handler’s Certification (or willing to complete)
- Current Standard First Aid Level C with Infant/Child CPR and AED training. (or willing to complete)
- **Successful candidates who are over the age of 18 will be required to have Current Criminal Records Check including vulnerable sector check and Health Assessment (these costs will be reimbursed by Employment & Training).**

#### **Other Requirements**

- Positive Results of a Criminal Records Check

#### **Compensation**

- Wages \$18.00/hr (37.5 hours per week)
- Duration: up to 9 weeks beginning July 2 – 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](mailto: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](mailto:alisha.anderson@mncfn.ca)