



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time permanent position of
“Consultation Assistant”
Closing Date October 18th, 2024 @ 12:00PM

POSITION PURPOSE

The Consultation Assistant will assist the MCFN department of Consultation and Accommodation (DOCA) by supporting the consultation process through effective project and data management, research, and communication. The role will ensure that MCFN rights, interests, and concerns are considered during consultations related to projects on MCFN Treaty Lands.

QUALIFICATIONS

Education & Experience

- Post-secondary diploma, training or credentials in a relevant field (urban planning, public administration, law, Indigenous studies, etc.) with 1 year experience in consultation processes, negotiations, or related activities or combination of education and experience
- Or 3 years of related experience working with a First Nation government or organization

Knowledge

- Knowledge of the Duty to Consult and Accommodate
- Knowledge of Mississaugas of the Credit First Nation Aboriginal rights and treaty rights
- Knowledge of government policies, regulations and processes
- Knowledge of Crown polices as they relate to the Duty to Consult and Accommodate

Skills & Abilities

- Excellent verbal and written communication skills
- Ability to work independently or as part of a team
- Ability to research and analyze complex information and think critically to devise strategies and plans
- Ability to prioritize and complete multiple tasks and follow-through to achieve project goals
- Ability to understand municipal land use planning and development processes
- Ability to quickly learn and understand new concepts
- Computer skills including specific knowledge of Microsoft systems and software
- Experience working with database/data management systems

Other Requirements

- Criminal Reference Check/Vulnerable Sector Screening
- Valid G Class Driver’s License and reliable vehicle
- Safe Food Handler’s Certificate or the willingness to obtain one

Please submit your cover letter, resume, and three references to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road,
Hagersville, ON
N0A 1H0

Applications will also be accepted at the email address listed below.

A detailed job description is available at the Administration Building, or by email at HRClerk@mncfn.ca
Preference will be given to Indigenous applicants. Self-Identification is encouraged.
Miigwech to all who apply, only those candidates selected for an interview will be contacted.