



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of
Council Coordinator
Closing Date: November 12, 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 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.