



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the full-time, permanent position of

**Lifelong Learning Administrative Assistant**

Closing Date: November 28, 2024 @ 12:00pm

**Job Summary:**

The purpose of the Lifelong Learning Administrative Assistant is to assist in the coordination of the Mississaugas of the Credit Lifelong Learning programs to ensure they are delivered in an effective and efficient manner. The Lifelong Learning Administrative Assistant will also aid in the improvement and effectiveness of the Lifelong Learning Department's services offered by:

- Improving and expanding on existing programs while pursuing new and applicable methods of educational teachings and tools
- Providing timely and effective liaison within the elementary, secondary, and post-secondary schools, other MCFN departments and the community
- Maintaining a high level of confidentiality with respect to student and staff issues

**Education & Experience**

- University degree plus one year of experience
- Or College diploma plus three years of experience
- Or High School diploma plus six years' demonstrated competence in a related work situation
- Workplace-relevant experience in accounting programs, budgeting and financial forecasting

**Knowledge**

- Basic understanding of federal/provincial legislation impacting First Nation government, e.g. Indian Act, ISC programs and services, provincial and federal legislation and guidelines
- Solid background in computers with specific knowledge in Microsoft Word and Excel
- Knowledge of the barriers Aboriginal peoples face in obtaining education at all levels

**Skills/Abilities**

- Ability to review and analyze financial statements
- Ability to take direction, prioritize tasks and program priorities, and work with the public under some stressful situations
- Organizational skills and good case management record keeping abilities
- Excellent written and verbal communication skills, effective communication with other staff members, administration, parents and students
- Strong organizational skills
- Ability to work effectively in a team environment, flexible hours (including occasional evenings and weekends)

**Assets**

- Must provide the results of a current Criminal Reference Check including a Vulnerable Sector Check
- Safe Food Handling Certificate
- Knowledge of the history, culture/or language of MCFN
- Contracting and proposal development background
- Experience with database programs

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](mailto:HRclerk@mncfn.ca)

**Preference will be given to Indigenous applicants. Self-identification is encouraged.**

**Miiigwech to all who apply, only those candidates selected for an interview will be contacted.**