



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the position of

Economic Development Assistant

Closing Date: March 6, 2025 at 12:00pm

Job Summary:

The purpose of the Economic Development Assistant position is to assist in the general management and administration of the department by ensuring that all the administrative duties are completed as assigned and assisting to maintain existing projects and ventures within the department.

Education and Experience

- College diploma with 2 years of office experience
- Or grade 12 education and 5 years of related work experience.

Knowledge

- Understanding of the political structures and practices of the Mississaugas of the Credit First Nation
- Zoom and Microsoft Teams for video conferencing and virtual meetings
- Outlook Email and calendar management
- Proficiency in Microsoft Word and Excel and Sage
- General understanding of federal, provincial, and municipal governments
- Familiar with First Nations administrations

Skills/Abilities

- Strong decision-making skills with good judgment and respect for organizational policies
- Excellent written and oral communication skills
- Strong interpersonal and organizational skills
- Ability to maintain confidentiality and work productively under stress
- Effective time management and multitasking abilities
- Ability to handle challenging personalities and maintain composure

Assets

- A working knowledge of general accounting principles and procedures

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the Credit First Nation

Attention: Personnel Committee

2789 Mississauga Road

Hagersville, ON

NOA 1H0

Applications will also be accepted by fax at 905-768-1225 or via email listed below.

A detailed job description is available at the MCFN Admin Building or by email at HRClerk@mncfn.ca

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

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