



Contact:

Veronica King-Jamieson, BEd.

Mississaugas of Credit Councillor - Pillar 4 Lifelong Learning & Education Awareness

Cell 905-869-5753

MISSISSAUGAS OF THE CREDIT FIRST NATION (MCFN) JOB DESCRIPTION

CHIEF AND COUNCIL

Position Title: Historical Gathering Assistant 2025

Position Purpose:

- A. Assist with coordinating the Annual Historical Gathering
- B. Provide clerical support to the Historical Gathering Committee
- C. Become familiar with the operation of the Historical Gathering

Accountability:

The Historical Gathering Assistant takes direction from Historical Gathering Planning group but is supervised by the Historical Gathering Pillar 4 Lead Councillor and Pillar 5 Lead Councillor alternate.

Detailed Responsibilities and Expected Results

1. The Historical Gathering Assistant is expected:

- To follow and adhere to the policies and procedures of the MCFN;
- To work effectively in a teamwork environment
- Work with minimal supervision

2. Historical Gathering Assistant Work;

The HGA will be tasked with the coordinating of the HG by:

- Taking minutes at all committee meetings and make available all minutes to the committee meetings
- booking for guests that require accommodations
- contacting HGC members for meetings
- assisting with calls, faxes, emails that are directly related to the HG
- Preparing all required documentation for presentation to the HGC for planning meetings
- Assist in preparing correspondence related to the HG
- Assist in maintaining clear and concise financial records of all activities related to the HG
- Processing of all payables related to the HG and providing a financial report for each meeting or as required by the HGC
- Ordering supplies needed for the HG
- Preparing final report of HG for presentation to the HGC and Council
- Setting up and take down after the HG is done
- Preparing presentations for conference attendees
- Assist in coordinating the recording of the Historical Gathering
- Keeping templates of forms
- Prepare to do list with timelines
- Reviewing previous HG files for items to be done
- Performing other duties as assigned from time to time

Education and Experience

- Grade 12 education with related work experience



Chief and Council

Mississaugas of the Credit First Nation

2789 Mississauga Road, R.R. #6 Hagersville, Ontario NOA 1H0



Phone: (905) 768-1133

Fax: (905) 768-1225



Knowledge

- Working knowledge of the use of office machines.
- Solid background in computers, with specific knowledge of Microsoft Word and Excel
- Demonstrated experience in the area of public relations
- Experience in working in a First Nation's environment

Skills/Abilities

- Ability to work cooperatively with other staff
- Able to work unsupervised and accomplish set out tasks in a timely fashion
- Organizational skills and record keeping abilities
- Excellent written and verbal communication skills
- Ability to work flexible hours
- Maintains a calm, courteous and professional demeanor at all times

Rate \$25.00 an hour with a 30 hour work week.

Deadline date – February 28th 2025 by 3 pm

APPLICATION ACCEPTED BY:

1.

Mail to -

Attention: Councillor, Veronica King-Jamieson
Pillar 4 Lead Lifelong Learning & Education Awareness,
2789 Mississauga Road, Hagersville, Ontario NOA 1H0

RE: Historical Gatherings Planning Coordinator position

2.

Email –

Veronicak@mncfn.ca

Subject line to include:

RE: Historical Gatherings Planning Coordinator position

3.

Drop off –

Mississaugas of Credit administration building
2789 Mississauga Road, Hagersville, Ontario NOA 1H0

Attention: Veronica King-Jamieson, Councillor Pillar 4 Lifelong Learning & Education Awareness

RE: Historical Gatherings Planning Coordinator position

For more information contact (905) 869 – 5753



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