



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the **Permanent Full-time** position of

“Community Youth Coordinator”

Closing Date: July 31, 2025, at 12:00pm

Job Summary:

The Community Youth Coordinator is responsible for providing administrative, logistical, and program development support to the Mississaugas of the Credit First Nation (MCFN) Youth Council and associated youth programs and camps. This role ensures the successful implementation and ongoing support of the MCFN Youth Council by facilitating youth engagement initiatives, maintaining communication with community leadership, and organizing youth-driven programming in alignment with the direction of MCFN Chief and Council.

QUALIFICATIONS

Education and Experience

- Post-secondary diploma in Youth Services, Recreation, Counselling, Administration, or a related field;
OR
- Secondary school diploma (Grade 12) or equivalent with a minimum of two (2) years of related experience working with youth or in community programming

Knowledge

- Knowledge of MCFN culture and social structure
- Familiarity with traditional approaches to helping
- Familiarity with MCFN social and health services principles, policy and other service resources
- Knowledge of community development and of the range of methods and techniques that are employed in primary prevention

Skills/Abilities

- Strong interpersonal and communication skills, both written and oral
- Ability to manage multiple priorities, meet deadlines, and work effectively under pressure
- Demonstrated ability to work independently and collaboratively with youth, staff, and external partners
- Experience in event planning, program development, or community engagement is considered an asset
- Proven ability to handle sensitive information with confidentiality and discretion
- Strong organizational and time management skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Basic financial literacy and understanding of budget processes
- Ability to learn new software or platforms as needed

Other Requirements

- Satisfactory Criminal Record Check with Vulnerable Sector Screening (dated within 6 months), or proof of application
- Valid First Aid and CPR Level C certification from a WSIB-recognized provider

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

N0A 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 HR.Clerk@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.