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The MISSISSAUGAS OF THE NEW CREDIT FIRST NATION

is accepting applications for the contract positions of

“Historical Gathering Coordinator”

Closing Date: November 15th, 2018 at 12:00pm

Job Summary:

The Historical Gathering Coordinator is responsible for coordinating the annual Historical Gathering and provide clerical support to the Historical Gathering Committee.

Educational Qualifications/Minimum Requirements

- Grade 12 education with related work experience
- 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 working in a First Nations environment

Contract Terms: Starting immediately, running to March 1st, 2018. This position will require flexible hours.

Salary: \$15/hr

Please submit your cover letter, resume and three current references to:

The Mississaugas of the New Credit First Nation
Attention: Personnel Committee
 2789 Mississauga Road
 RR#6 Hagersville, ON
 NOA 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 New Credit Admin Building or by email at HRAssistant@mncfn.ca

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