



Job Posting

THE MISSISSAUGAS OF THE NEW CREDIT FIRST NATION

Is accepting applications for the full time permanent position of

“Media and Communications Assistant”

Closing Date: August 20, 2018 at 4:00 pm

JOB SUMMARY

To assist the MNCFN Communications Department in the day to day administration of communications under the direction of the Media and Communications Director by supporting communication staff on behalf of the Mississaugas of the New Credit First Nation Chief, Council and Administration.

MANDATORY REQUIREMENTS/EDUCATIONAL QUALIFICATIONS

- College diploma in administrative assistant with two (2) years of experience in communication or marketing OR Secondary School diploma with 3 years of experience
- Proficient in Microsoft Outlook, Word, and Excel and Graphic Design software
- Experience working with First Nations would be an asset.

SKILLS AND ABILITIES

- Manage MNCFN promotional/event material for all departments and council,
- Participate in the promotion of MNCFN events. Assist in the office management, office equipment and supplies, Process AP/AR.
- Publication distribution, weekly flyers
- Assist Director and Communication staff with administration function of MNCFN communication,
- Assist with management of MNCFN web site.

OTHER REQUIREMENTS

Must have a valid G2 driver’s license

- Must be available to work frequent evenings and weekends
- Must have clear criminal reference check

Salary: TBD based on qualification in accordance with MNCFN salary ggrid.

Please submit your cover letter, resume, proof of educational qualifications and three (3) current references, with two of the references being work related if possible to: emailing rick.robbs@mncfn.ca

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

A copy of the detailed job description is available at the MNCFN Administration building or may be obtained by emailing HRAssistant@mncfn.ca

Miigwech to all applicants – only those selected for an interview will be contacted.