



Covering Canada in Moccasins

Job Description

Position Title: Education and Training Student Assistant

Type of Position: Full-time, summer contract (aligned with academic schedule - May to August)

Employment Site: Moccasin Identifier, 2789 Mississauga Road, Hagersville, ON N0A1H0 (Hybrid model)

Position Objective

This role offers a supportive and skill-building experience for a **post-secondary student** interested in education, community engagement, and Indigenous-informed programming. Working closely with the Education and Training Advisor and the educator team, the student assistant will develop practical abilities in communication, organization, research, and youth engagement.

The position also provides an opportunity to learn about the language, culture, and values of the Mississaugas of the Credit First Nation while contributing to the mission of Moccasin Identifier (MI).

Key Responsibilities

Support to Education and Training Advisor

- Assist the Education and Training Advisor and educator team with daily coordination tasks; including managing educational bookings.
- Help prepare materials and resources for workshops, presentations, and community activities.
- Provide basic support at school and community events, including simple data collection and photography where appropriate.
- Assist with creating or editing presentation slides for internal or external use.

Education & Youth Engagement

- Help deliver youth-focused presentations with guidance and supervision.
- Support MI staff in preparing and hosting education and training sessions.
- Assist with administrative tasks such as assembling Moccasin Identifier Kits, managing registrations, tracking attendance, and collecting evaluations.

Program Development & Delivery

- Support administration and coordination of in-person education and corporate training sessions.



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- Provide general support for in-person education sessions and occasional corporate trainings.
- Assist with research related to youth engagement, education practices, or training improvements
- Help develop or update basic program materials (e.g., handouts, communications, or participant supports).
- Contribute to grant research or small pieces of proposal drafting when appropriate.

Community Engagement & Collaboration

- Offer friendly and respectful support to program participants, volunteers, and partner organizations.
- Participate in team discussions that encourage positive collaboration and shared learning.
- Represent MI's purpose and values in a welcoming and professional manner.

Organizational Values & Workplace Conduct

- **Leadership:** Contribute positively to group work and support collective outcomes.
- **Innovation:** Share ideas that may improve resource organization or program delivery.
- **Integrity:** Demonstrate responsibility, reliability, and respect in all tasks.
- **Engagement:** Participate wholeheartedly in MI activities, training opportunities, and team meetings.

Additional Duties

- Prioritize tasks to meet organizational needs while maintaining work-life balance.
- Participate actively in team meetings, brainstorming sessions, and staff events.
- Support problem-solving, issue resolution, and continuous improvement.
- Carry out other responsibilities as assigned by the Employer.

Qualifications & Requirements

- Active student enrolled in **post-secondary** education, seeking professional experience in education, training, or community engagement.
- Strong interpersonal, communication, and public speaking skills.
- Ability to work independently and collaboratively in hybrid settings (office and remote).
- Willingness to travel throughout Ontario and work occasional evenings/weekends.
- Valid driver's license and access to a vehicle (travel expenses reimbursed per MI policy).

Supervision

Direct Supervisor: Education and Training Advisor