



Post-Secondary Student Summer Employment Opportunities

Post-Secondary Student Summer Positions 2019

Start Date for All Positions is June 3rd, 2019

- Positions are for High School Graduates and for continuing Post-Secondary Students only – all applicants must provide documentation to validate being a student at an institution recognized by the Ministry of Education (i.e. transcript, proof of acceptance to a post-secondary institution, etc.). *Please send copies of documentation, not original documents, with your cover letter and resume.*
- All applicants must have a current CPIC prior to the first day of employment.
- Birth date must be **January 1, 1994** or later to apply for summer positions (25 years or younger)

POST-SECONDARY QUALIFICATIONS (not limited to the specific position applying for):

- Must be a Registered Nipissing First Nation Member
- Must have a Social Insurance Number
- All applicants must have banking information, a void cheque or direct deposit information
- Must have been in high school for the 2017-2018 school year and enrolled in college or university for 2018-2019, or returning to college or university in the fall of 2019
- Being an active community member would be an asset
- Must have neat attire and be able to give good verbal responses
- Be sure to indicate your field of study and the position you are applying for in your cover letter

Culture/Pow-Wow Worker (Garden Village):

DUTIES:

- Assist with planning and preparations for the annual NFN Pow-wow
- Working with the Language Worker, create a beginners home language package for our communities
- Attend cultural and language workshops as needed (medicine camp, language events, etc.)
- Assist the Cultural Coordinator with Pow-wow grounds preparation
- Learn to erect and tear down the tee pee

Recreation / Maintenance / Multi-Use Sportsplex Attendant (Garden Village)

DUTIES:

- Perform variety of maintenance duties for NFN recreational facilities, including but not limited to: Garden Village Multi-Use Sportsplex, Playgrounds, Baseball Field, Fitness Room and beach areas, etc.
- Follow work schedules set out by Maintenance Supervisor
- Other duties as required

Ojibway Women's Lodge Worker (Duchesnay)

DUTIES:

- Reports directly to the Ojibway Women's Lodge Program Supervisor
- Provide support and assist with the day-to-day operations of the shelter
- Assist with childcare, household duties and meal preparations
- Other duties as required

Daycare Assistants (2 Garden Village; 1 Duchesnay)

DUTIES:

- Assist with supervising a group of four to eight children 2 1/2 to 5 years of age
- Assist with the arrangement and learning environment of the classroom
- Assume an equal share of housekeeping responsibilities
- Maintain awareness of allergy list and other health conditions
- Prepare art activities and circles according to the week's theme

Lands Clerk (Garden Village)

DUTIES:

- Reception – answering phones, greeting clientele, assist with day-to-day filing
- Computer skills – basic - data inputting
- Research – photocopying, research filing & sorting

Library Heritage Worker (Garden Village):

DUTIES:

- Assist in the creation of Anishinabek Story Bundles and Anishinaabemwin audio clips for text documents
- Update and organize NFN heritage photos; organize heritage collections and promotions.
- Research and create manual of Indigenous websites, including language
- Photograph and record community events
- Operate Automated Library software – circulation desk
- Assist in the development of children's activity plans

Summer Children's Program Leaders (3) Location to be announced * start date July 2, 2019

DUTIES:

- Supervision of program participants (children aged 6 to 12 years)
- Daily communication with supervisory staff and participants
- Assist in delivery and implementation of program activities as needed
- Assist with all day-to-day operations as requested

Archeology Project Workers (2):

DUTIES:

- Assume leadership duties directed by Senior Staff.
- Assist in organization and supervision of high school students.
- Develop media display using various techniques to record project.
- Assist in ensuring safety of other students on site.
- Model appropriate work habits and respect for the site.
- Reliable, punctual and dependable.

Note: High School, College and University must be a recognized establishment of the Ministry of Education.

A current CPIC/Vulnerable Sector must be provided prior to employment.

Qualified individuals are invited to submit a cover letter and resume no later than 4:30pm on **Friday, May 10th, 2019** to:

Jennifer Lalonde, Human Resources Manager
Nipissing First Nation - 36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC