



Pow Wow Assistant

12 week contract

Under the direction and supervision of the Culture & Heritage Department, the Pow Wow Assistant will provide support in the coordination of the Annual Nipissing First Nation Traditional Pow Wow.

Contract position — June 17th to September 6th, 2019.

Rate of Pay - \$16.00/hr

QUALIFICATIONS:

- Must be a registered Nipissing First Nation member.
- Must have a driver's license and access to a vehicle.
- Must have High School Diploma or equivalent.
- Good communication skills, both verbal and written.
- Must have intermediate knowledge and experience using Microsoft Office software.
- Must be in good physical condition to lift light and heavy materials.
- Ability to work cooperatively with other staff and the public.

DUTIES:

- Preparing and installing signage.
- Providing grounds preparation and maintenance including but not limited to: grass cutting, raking, and parking lot cleaning.
- Purchasing and delivering supplies.
- Picking up donations in the community and neighboring communities.
- Maintaining inventory & organization of supplies before and after Pow Wow.
- Assisting with gathering and organizing all volunteers.
- Responsible for preparation, intake, accepting payment, and management of vendor sites for pow wow.
- Other duties as required.

Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, May 31st, 2019** at 4:30 p.m. 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 who qualify for an interview will be contacted.