

Michipicoten First Nation Community Trust (MFNCT)

Position: Office Assistant (Part-Time)

The Michipicoten First Nation Community Trust (MFNCT) was established in 2003 through a Settlement Agreement with Her Majesty the Queen in Right of Canada. The MFNCT was created to ensure that compensation is managed, invested prudently and shall ensure the benefit of the present and the future generations of the Members of Michipicoten First Nation. The MFNCT is intended to be used to provide social, economic and cultural benefits to all Members, no matter where they live, and to create a vibrant community so that any Member who wishes to do so may live, work or retire on the Reserve.

Position Details:

Hours: 20 hours per week – hours of work may increase to a maximum of 37.5 hours per week based on the needs of the organization

Salary/Benefits: \$18.00 per hour, 4% vacation pay

Key Responsibilities:

1. Provide clerical support to the Trust Administrator:
 - Answer general telephone inquiries in a professional and courteous manner
 - Type correspondence, reports and other documents
 - Maintain office files
 - Open and distribute mail
 - Assist in the preparation and distribution of newsletters
 - Order office supplies as needed
 - Assist in the coordination of the Annual General Meeting, Annual Election and/or other membership meetings
 - Assist in the administration of Benefit Programs
2. Provide clerical support to the Trustees:
 - Maintain confidentiality in all duties
 - Assist in the scheduling, planning and preparation for Board Meetings
 - Assist in providing travel arrangements for Board Members
 - Assist the Recording Secretary at all Committee/Board Meetings
3. Other duties as required.

Requirements:

- Candidate must be a member of Michipicoten First Nation
- Must possess some office administration/clerical experience
- Ability to use Microsoft Office, Internet Explorer, voice messaging system, fax/photocopier and postage meter.

How to Apply:

Please send your resume to admin@mfnc.com by January 31, 2025 to the attention of the Hiring Committee. Only applicants selected for an interview will be contacted.

