



Hiawatha First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Summer Student –Administrative Assistant
Location: Hiawatha, ON
Duration: Full-Time-Term (8 weeks – 35 hours a week)
Posting Deadline: June 17, 2021 at noon.
Tentative Interview Date: June 22, 2021
Salary Range: \$14.25/hour

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Summer Student – Administrative Assistant position will provide assistance to various programs within Hiawatha. This position will operate in an office environment, greeting clients, filing, operating office equipment and other administrative tasks. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report to the First Nation Administrator.

Summary of Main Responsibilities:

- Assisting various departments with administrative tasks
- Filing, photocopying, shredding, cleaning, answering phones, etc.
- Other duties as assigned
- Promote the vision, mission and values of Hiawatha First Nation

Requirements:

- Must meet all funding requirements
- Must be between the ages of 15-29
- Must be returning to school in the Fall 2021
- Must provide a satisfactory CPIC
- Reliable transportation

Knowledge, Skills and Abilities:

- Ability to work as an individual and as part of a team
- Excellent communication (oral, electronic and written)
- Excellent organizational, time and file management skills
- Proactive problem solver with excellent conflict resolution skills
- Ability to operate computer software
- Able to bend, sit and stand

Behavioural Competencies:

- Must be willing to work diligently when scheduled
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Proven ability to work with people of diverse education, cultural and language backgrounds

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Hiawatha First Nation 431 Hiawatha Line Hiawatha, ON K9J 0E6 ATTN: Zachary Friar, Human Resources Coordinator
By email:	hr@hiawathafn.ca
By fax:	705-295-4424

For more information or a detailed job description, please contact Zachary Friar by email at hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all that show interest, however, only those chose for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Hiring Policy*