



Post-Secondary Summer Student Positions

Posting Date: April 29, 2022

Location: Nipissing First Nation, ON

Schedule: Standard Work Week

Job type: 12-Week Contract, June 6th to August 26th, 2022

Multiple Positions Available! Which one suits your goals??

Fisheries Observer (2 positions – Garden Village)

Forestry Crew (2 positions – Garden Village)

Daycare Assistants (2 in Garden Village, 2 in Duchesnay)

Administrative Clerk (4 positions - Garden Village)

Day Camp Leaders (3 positions – Garden Village)

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing May 13, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing May 27, 2022 - 2nd Round

- Opportunities are open to children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing June 10, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

Fisheries Observer (2 positions – Garden Village)

DUTIES:

- Assisting with data collection and report writing
- Working in a variety of outdoor environments (e.g. wet conditions, wavy boating conditions, heat, insects)
- Other duties as required

Forestry Crew (2 positions – Garden Village)

DUTIES:

- Perform a variety of forestry related tasks
- Assist the forestry coordinator
- Loading/unloading tools, materials, equipment and transporting to/from worksite
- General labour work as required
- Data collection, filing as needed
- Working in a variety of outdoor environments (e.g. wet conditions, uneven terrain, heat, insects)



Employment Opportunity

Daycare Assistants (2 in Garden Village, 2 in 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
- Become aware of the allergy list and other health conditions to ensure safe care within the daycare
- Prepare art activities and circles according to the week's theme

Administrative Clerk (4 positions - Garden Village)

DUTIES:

- Customer Service – answering phones, greeting clientele
- Computer skills – basic - data inputting (Word, Excel, Canva)
- Assist with day-to-day filing
- Research – photocopying, research filing & sorting

Day Camp Leaders (3 positions – Garden Village)

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

Above positions are for 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 originals) with your cover letter and resume.*

Post-Secondary Qualifications

- Must have a Social Insurance Number.
- All applicants must have banking information, a void cheque or direct deposit information (upon employment offer).
- Must have been in high school for the 2021-2022 school year and enrolled in college/university for the 2022-2023 or returning to college or university in 2022.
- Being an active community member would be an asset.
- Must be ready, willing and open to learn.
- **Be sure to indicate your field of study and the position you are applying for in your cover letter.**

If you are excited by these opportunities and want to work at Nipissing First Nation this summer, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.



Employment Opportunity

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

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