



EMPLOYMENT OPPORTUNITY

Summer Student Positions

Posting Date: May 12, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: 8-week contract - (June 30th – August 22nd)

Multiple Positions Available

Nipissing First Nation is excited to welcome students for this coming summer employment and have several opportunities available for both Secondary and Post Secondary students.

Below you will find information regarding the positions available. For all of our summer employment opportunities, students must meet the following requirements:

- Must have a Social Insurance Number.
- All applicants must provide banking information, a void cheque or direct deposit information upon employment offer.
- Must have been in secondary school for the 2024-2025 school year and returning to secondary school or post-secondary school in the 2025-2026 school year.
- Must have been in high school for the 2024-2025 school year and enrolled in college/university for the 2025-2026 or returning to college or university in 2025. (Post-Secondary Students)
- Being an active community member is considered an asset.
- Must be ready, willing and open to learn.
- Must adhere to all Health and Safety requirement of NFN and associated with individual positions.
- Required skills include excellent time management, conflict resolution skills, good written and verbal communication and interpersonal skills.
- Applicants must be punctual and reliable and display a positive attitude and ready to be a contributing team member.
- Some positions require greater physical ability, including standing for long periods of time, extensive walking/hiking, able to work outdoors for full shift and work in weather a variety of weather conditions including heat, rain, cold and wind.
- Some positions will require the ability to push, pull, lift and carry weight up to 25lbs.
- Be sure to indicate your field of study and/or the position you are applying for in your cover letter.

Positions open to Secondary and Post Secondary Students

Grounds Maintenance/ Public Works (2 positions)

Our Grounds Maintenance students will work along side the Maintenance department staff to perform tasks associated with cleaning and maintaining our outdoor areas.

DUTIES:

- Perform a variety of maintenance and public works duties for NFN recreational facilities, including but not limited to Garden Village Multiuse Sportsplex, playgrounds, baseball fields, fitness room, and beach areas, some shop organizing and cleaning etc.
- Cut senior grass and perform lawn maintenance, general maintenance of cemeteries, and building maintenance as required.
- Clean gardens and other area from weeds, debris or other materials.

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Administrative Office Support (4 positions)

Working with a team of administrative professionals, the Data Entry and Office Support Assistant will perform a variety of administrative and data entry duties.

DUTIES:

- Welcome and greet internal and external clientele.
- Provide excellent Customer Service through in person, online and phone interactions.
- Prepare general correspondence, provide data input and complete tasks using a variety of computer programs such as Word, Excel and Canva
- Assist with maintaining accurate files
- Provide research support by photocopying, filing, sorting and general research collection
- Office Administrator and perform other duties as required.

Field School Crew (4 positions)

Open to NFN Youth only. The Field School program will expose youth to different elements of environmental stewardship and management through hands on and land-based learning opportunities. Participants will have the opportunity to build their resume through provision of multiple certificates (archeological monitoring, boating and PAL). The Field School will provide participants both physical and mental benefits of being out on the land. The field school aims to allow youth to explore various career paths while directly participating in programming that will benefit the environment and support the ongoing work of the department.

DUTIES:

Participants must follow the 7 Grandfather Teaching and actively participate to ensure an open and welcoming learning environment

Working alongside Field School Lead and Crew, complete required activities and tasks

Mnogin Greenhouse Assistant (1 positions)

The training that you receive will be implemented in all your tasks. The tasks included for this position involve repetitive manual dexterity and will offer you an introduction to plant science and the agriculture sector.

Open to Secondary and Post-Secondary students. Must have reliable transportation to and from the greenhouse in Jocko Point on weekdays.

DUTIES:

Responsible for participating in all training involving health and safety, greenhouse equipment, and good agriculture practices.

Learn the name of various cultivars and be able to identify them.

Contribute to the day-to-day tasks involved in operating a hydroponic greenhouse.

Seeding, transplanting, harvesting, and packaging crops.

Work closely with the systems operator to maintain an optimal growing environment by cleaning and sterilizing greenhouse tools, equipment, and surfaces.

IT Technician (1 positions)

This role offers hands-on experience in IT operations, strengthens problem-solving and technical skills, and provides valuable insight into IT asset management, network setup, and system administration in a real-world work environment.

- Assistant with the setup of workstations with computers and necessary peripheral devices.
- Assist with Troubleshooting hardware or software related issues.
- Employee Onboarding and Offboarding from NFN systems

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- Track and manage all IT related assets using asset management tracking software.
- Set up IT equipment for room bookings, meetings, events as needed such as projectors, computers, network, and sound equipment.

Summer Children's Program (6 positions)

The Summer Children's Program is responsible for participating alongside the Children's Program Lead in the service delivery of the day-to-day activities and events of the program which operates for 6 weeks during the summer.

DUTIES:

- Ensure programing is delivered in a safe, nurturing, and supportive environment.
- Provide developmentally appropriate learning environment for the children.
- Maintain a healthy and safe environment by following required cleaning requirements.
- Support the needs of children, individually and in a group setting.
- Monitoring and engaging children to ensure health and safety are crucial.

Early Learning/Childcare Assistant (4 position)

The Early Learning Assistant will support the Child Care Supervisor in a registered Child Care Centre.

DUTIES:

- Ensure the children have a safe, nurturing and supportive environment
- Provide developmentally appropriate learning environment for the children
- Maintain healthy and safe environment by following required cleaning requirements
- Support the needs of children, individually and in a group setting.

Business Operations & Economic Development Assistant (1 position)

You will be responsible for providing the Business Operations & Economic Development team administrative support.

DUTIES:

- Welcome and greet internal and external clientele.
- Provide excellent Customer Service through in person, online and phone interactions.
- Prepare general correspondence, provide data input and complete tasks using a variety of computer programs such as Word, Excel and Canva
- Assist with maintaining accurate files
- Provide research support by photocopying, filing, sorting and general research collection
- Accompany staff in the outdoor field work such as land allotments.

Positions open to Post Secondary Students

Field School-Lead (1 position)

Working with Natural Resources team, the Field School Lead will be responsible for implementing the Field School curriculum.

DUTIES:

- Field School-Lead must follow the 7 Grandfather Teaching and actively participate to ensure an open and welcoming learning environment
- Work collaboratively with Natural Resources to deliver Field School curriculum
- Coordinate activities based on outlined programing which may include coordinating transportation, scheduling activities and liaising with guest/Elders
- Support Field School Crew by support their learning environment and responding to inquires

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Summer Children's Program Leads (3 positions)

The Summer Children's Program Leads are responsible for the service delivery of the day-to-day activities and events of the program which operates for 6 weeks during the summer.

DUTIES:

- Ensure programing is delivered in a safe, nurturing and supportive environment
- Provide developmentally appropriate learning environment for the children
- Maintain healthy and safe environment by following required cleaning requirements
- Support the needs of children, individually and in a group setting.
- Monitoring and engaging children to ensure health and safety are crucial.

Finance Support (1 position)

The Finance Support role will provide crucial support to our finance department by assisting with various financial tasks and administrative duties.

DUTIES:

- Assists in the maintenance of the filing system.
- Provides clerical, bookkeeping, administrative and other related duties as department management may require.
- Answers direct and telephone inquiries
- Answers questions posed by NFN staff via email and/or telephone.
- Performs such other related duties as may be reasonably be required by the CFO or designate.

Social Services Office Support (2 positions)

Working with a team of administrative professionals, the Data Entry and Office Support Assistant will perform a variety of administrative and data entry duties.

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
- Assist different programs and team members and perform other duties as required.

Child & Youth Program Facilitator Assistant (1 position)

Working with the Walking Alongside Services team to provide programming to enhance Child & Family Community well-being, and to gain knowledge of Community needs as well as NFN departments and services.

DUTIES:

- Assist with planning events and programs.
- Assist with shopping for supplies.
- Set up of program environment including but not limited to clean up and inventory control.
- Provide ideas and goal plans for ages 0-29.
- Follow the direction of the program Facilitators.
- Travel to and from programs across Nipissing First Nation.
- Assist with field trips.
- Some lifting and bending required.



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Interested?

Send your resume to resumes@nfn.ca or attend one of our Student Job Fairs!

Garden Village Student Job Fair
May 26, 2025, 4:00 PM – 8:00 PM
Garden Village Band Office Gym – 36 Semo Road

Duchesnay Student Job Fair
May 27, 2025, 4:00 PM – 8:00 PM
Nbisiing Secondary School Gym

- ✓ Come with your resume or fill out an application.
- ✓ Interviews on site
- ✓ Pre-registration not required
- ✓ Light snacks and beverages available on a first come first served basis.

Opportunities are open to all registered Nipissing First Nation members and/or registered members of other First Nations.