



Job Opportunity Summer Students



Posting Date: April 17, 2026

Location: Nipissing First Nation, ON

Schedule: Standard Work Week – 35hrs/Week

Post Secondary Start Date: May 11, 2026

Secondary Start Date: June 29, 2026

Contract End Date: August 21, 2026

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 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 2025-2026 school year and returning to secondary school or post-secondary school in the 2026-2027 school year.
- Must have been in high school for the 2025-2026 school year and enrolled in college/university for the 2026-2027 or returning to college or university in 2026. (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.



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- Be sure to indicate your field of study and/or the position you are applying for in your cover letter.

Positions open to Post Secondary Students ONLY

Office Support Assistant (4 positions)

Working as part of a team of administrative professionals within departments such as Social Services, Health Services and Administration, the Office Support Assistant provides a wide range of clerical, administrative, and customer service support to ensure efficient daily operations.

DUTIES:

- Provide front-line customer service by answering phone calls, responding to inquiries, and greeting and directing clients in a professional and welcoming manner
- Perform data entry and maintain accurate records using computer applications such as Microsoft Word, Excel, and Canva
- Assist with organizing, filing, and maintaining both electronic and paper filing systems
- Support daily office operations, including scheduling appointments, preparing documents, and managing correspondence
- Conduct basic research and assist with compiling information, reports, and presentations
- Photocopy, scan, sort, and distribute documents as required
- Assist with updating databases, spreadsheets, and internal tracking systems
- Perform other related administrative duties as assigned

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.



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- Some lifting and bending required.

[Field School-Lead \(1 position\)](#)

Working closely with the Natural Resources team, the Field School Lead is responsible for implementing and facilitating the Field School curriculum, ensuring a positive, engaging, and culturally respectful learning environment.

DUTIES:

- Lead the Field School program in alignment with the 7 Grandfather Teachings, fostering an inclusive, respectful, and welcoming environment for all participants
- Collaborate with the Natural Resources team to plan, coordinate, and deliver Field School curriculum and activities
- Organize program logistics, including scheduling, coordinating transportation, and liaising with guest speakers, Elders, and community partners
- Support and mentor Field School Crew members, assisting their learning and responding to questions or concerns in a timely and supportive manner
- Prepare materials, equipment, and resources needed for program activities

[Summer Children's Program Leads \(4 positions\)](#)

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 programming 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.

[Positions open to Secondary and Post Secondary Students](#)

[Early Learning Daycare Assistant \(4 positions\)](#)

The Early Learning Daycare Assistant will work alongside the Child Care Supervisor to provide a safe, nurturing, and developmentally appropriate environment for children in a registered Child Care Centre.



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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.

[Summer Children's Program \(8 positions\)](#)

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 programming 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.

[Field School Crew \(4 positions\)](#)

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).

DUTIES:

Actively contribute to activities within the Lands, Natural Resources, Environment, and Economic Development Department

Support fisheries-related activities

Assist with environmental monitoring initiatives

Participate in developments at Beaucage Park

Contribute to forestry-related work

Assist with archaeology projects

Provide supervision and guidance to other students

Assist with administrative tasks and paperwork

[Mnogin Greenhouse Assistant \(1 positions\)](#)



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This role provides hands-on training in plant science and the agriculture sector, with opportunities to develop practical skills in greenhouse operations. Training received will be applied to all daily tasks, supporting both personal development and the success of the Greenhouse Team.

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

[IT Technician \(2 positions\)](#)

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.

DUTIES:

- 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
- 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.

[Parks Maintenance Attendant \(2 positions\)](#)

Parks Maintenance Attendant students will work alongside the Lands, Membership & Economic Growth department staff to assist with the upkeep and enhancement of outdoor spaces, ensuring they remain safe, clean, and welcoming for all visitors.

DUTIES:

- Perform a variety of general maintenance tasks at Beaucage Park, including mowing, weed whacking, and grounds upkeep
- Maintain and improve trail systems, ensuring safe and accessible pathways for visitors
- Install, maintain, and repair signage throughout the park
- Participate in landscaping tasks such as grass seeding, planting, and setting up medicinal plant gardens



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- Monitor Park usage, keeping track of visitor numbers and ensuring users respect park property, equipment, and guidelines
- Assist with litter pickup, recycling, and general cleanliness of park facilities
- Support the setup and teardown of park events or community activities as needed
- Report maintenance issues or safety hazards to the supervisor in a timely manner
- Collaborate with team members to complete projects and improve park facilities
- Perform other duties as assigned to contribute to the overall maintenance and appearance of the park
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[Administrative Office Support \(6 positions\)](#)

Working as part of a team of administrative professionals, the Administrative Office Support student will gain hands-on experience performing a variety of office, clerical, and data entry tasks while developing essential workplace skills.

DUTIES:

- Welcome and greet internal and external clientele.
- Answer phone calls, take messages and transfer calls to appropriate people
- 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 and Excel
- Assist with maintaining accurate files
- Provide support by photocopying, filing and sorting
- Perform other duties as required.



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Interested?

Send your resume to resumes@nfn.ca if you are a Post-Secondary Student looking to start right away OR attend one of our Student Job Fairs!

[Garden Village Student Job Fair](#)

Date: May 27, 2026

Time: 4:00 PM – 8:00 PM

Address/Location: 36 Semo Road – Garden Village Gym

[Duchesnay Student Job Fair](#)

Date: May 28, 2026

Time: 4:00 PM – 8:00 PM

Address/Location: Nipissing 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.