

# Employment Opportunity:

**Position:** Administrative Assistant – Summer Student – Multiple positions  
**Company:** Mushkegowuk Development Corporation  
**Duration:** Up to 10 Weeks starting June 24, 2024  
**Location:** Moose Factory, ON or Timmins, ON  
**Closing Date:** June 16, 2024 @ 11:59pm EST



## Position Overview:

The Mushkegowuk Development Corporation seeks organized and motivated Administrative Assistants to support the administrative functions within the Mushkegowuk Council's departments. This summer student will be placed within various Mushkegowuk Council departments and will provide the student with a comprehensive experience in office administration, project support, and community engagement within the regional advocacy and support environment.

## Key Responsibilities:

- Provide administrative support to the department staff, including document preparation, file management, and correspondence handling.
- Assist in the scheduling and organization of meetings, including preparation of meeting materials and minutes.
- Support project teams with logistics, documentation, and communication needs.
- Maintain databases and assist with data entry tasks.
- Handle incoming emails, calls and other communications, directing them as necessary.
- Engage with community members and other stakeholders in a professional manner, providing information and assistance.

## Qualifications:

- Must be enrolled in or a recent graduate of a Secondary or Post Secondary Institution.
- Demonstrated interest in working within an Indigenous community or governance organization.
- Strong organizational skills and attention to detail.
- Excellent communication skills and proficiency in English (knowledge of Cree is considered an asset).
- Experience with Microsoft Office Suite and capable of learning new software applications.
- Eligible for funding from the Mushkegowuk Employment and Training, being a member of one of the following communities:
  - Peawanuck (Weenusk)
  - Taykwa Tagamou Nation
  - Missanabie Cree
  - Kashechewan
  - Attawapiskat
  - Chapleau Cree
  - Fort Albany

## Benefits:

- Gain practical experience in an administrative role.
- Develop professional skills in project support, office management, and stakeholder engagement.
- Work in a supportive environment that values cultural diversity and community development.
- Opportunity to make impactful contributions to various initiatives led by the Mushkegowuk Council.

**MUSHKEGOWUK**  
REGIONAL ECONOMIC DEVELOPMENT  
LIMITED PARTNERSHIP

## How to apply:

Submit resume and cover letter, quoting Competition #2024-11, no later than 11:59pm on June 16, 2024 to [mdcsupply@mushkegowuk.ca](mailto:mdcsupply@mushkegowuk.ca).

<https://mushkegowukdc.ca/employment-opportunities/>