

# Employment Opportunity:

**Position:** Program 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 is offering an enriching summer student opportunity for a Program Assistant. This position is designed for a student looking to deepen their understanding of project support and research in the context of a regional environment with advocacy and support organization. The summer student will be placed within various Mushkegowuk Council departments and will assist in moving forward departmental projects through active participation in planning, research, and execution phases.

## Key Responsibilities:

- Support the development and implementation of program activities or projects by assisting with planning, research, analysis, and coordination.
- Conduct research on specific topics related to the department's initiatives, compiling data and insights to inform decision-making.
- Support preparation of detailed reports, presentations, and briefing materials for departmental staff and stakeholders.
- Assist in the coordination of project-related meetings and events, including logistics, participant engagement, and material preparation.
- Monitor project timelines and milestones, helping ensure that activities are completed on schedule and within established parameters.
- Collaborate with other students and department staff to foster a collaborative work environment and achieve project objectives.

## Qualifications:

- Currently enrolled in an undergraduate or graduate program.
- Interest in and knowledge of project management principles and practices.
- Excellent organizational, analytical, and problem-solving skills.
- Strong communication skills, both written and verbal.
- Experience with Microsoft Office applications and ability to quickly adapt to new software.
- 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
  - Chappleau Cree
  - Fort Albany

## Benefits:

- Gain hands-on experience in project management and research within an Indigenous governance context.
- Work alongside experienced professionals and community leaders.
- Contribute to significant projects that have a direct impact on the Mushkegowuk communities.
- Enhance your professional skills and build a network within a prominent regional organization.

**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/>