



EMPLOYMENT OPPORTUNITY

Summer Student Positions

Posting Date: May 3rd, 2024.

Location: Nipissing First Nation, ON

Job type: 8-week contract, July 2nd – August 30th, 2024. (Dates may vary based on position and staffing requirements.)

Multiple positions available

Nipissing First Nation is excited to welcome students for this coming summer employment and has 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 2023-2024 school year and returning to secondary school or post-secondary school in the 2023-2024 school year.
- Must have been in high school for the 2022-2024 school year and enrolled in college/university for 2022-2023 or returning to college or university in 2024. (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 requirements 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, being able to work outdoors for full shift and working in a variety of weather conditions including heat, rain, cold and wind.
- Some positions will require the ability to push, pull, lift, and carry weights 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

Administrative Office Support (1 position available)

the Office Administrator will provide day-to-day operational and administrative support to the Director of Admin within the administrative policies and procedures established by the Nipissing First Nation Chief and Council and as directed by the Director of Admin.

Duties:

- Computer skills – basic - data inputting (Word, Excel, Canva)
- Assist with day-to-day filing and shredding.
- Research – photocopying, research filing & sorting.
- Assist the Director of Admin and perform other duties as required.



EMPLOYMENT OPPORTUNITY

Summer Student Positions

Grounds Maintenance (2 positions available)

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

Duties:

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

Grounds Maintenance Office Assistant (1 position available)

The Office Assistant will be responsible for completing administrative duties to support the Maintenance department.

Duties:

- Update and organize Maintenance/Housing Files
- Digitize blueprints.
- Data Entry
- Organize electronic file systems.
- Assist the Office Administrator and perform other duties as required.

Data Entry and Office Support Assistant (1 position available)

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 the Office Administrator and perform other duties as required.

Education Office Support (1 position available)

The Office Administrator to provide day-to-day operational and administrative support to the Education Department within the administrative policies and procedures established by the Nipissing First Nation Chief and Council and as directed by the Director of Education.

Duties:

- Responds to telephone and personal inquiries by providing factual information or directing the questioner to the appropriate staff/department in education-related matters.



EMPLOYMENT OPPORTUNITY

Summer Student Positions

- Assist in maintaining meeting schedules and coordinating arrangements for bookings.
- Establish and maintain student files ensuring that all information, including that relating to funding, is up to date as well as elementary, secondary, and post-secondary.
- As required, assist with Front Desk reception duties which could include bussing matters and other Reception duties.
- Support Director in all duties to ensure consistent and smooth implementation of daily operational procedures.
- Performs such other related duties as may reasonably be required by the Director of Education.

Summer Childrens Program (3 positions available)

The Summer Children's Program is responsible for participating alongside the Childrens 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.

Field School Crew (4 positions available)

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 with 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 programing that will benefit the environment and support the ongoing work of the department.

Duties:

- Participants must follow the 7 Grandfather Teachings and actively participate to ensure an open and welcoming learning environment.
- Working alongside the Field School Lead and Crew, complete required activities, and tasks.

Cultivating and Packaging Assistant (1 position available)

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.



EMPLOYMENT OPPORTUNITY

Summer Student Positions

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.

Positions open to Post Secondary Students

Housing & Maintenance Office Support (1 position available)

The Office Assistant will be responsible for completing administrative duties to support the Housing and Maintenance department.

Duties:

- Update and organize Maintenance/Housing Files
- Digitize blueprints.
- Data Entry
- Organize electronic file systems.
- Assist the Office Administrator and perform other duties as required.

Finance Support (1 position available)

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.

Field School Lead (1 position available)

Working with the 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 Teachings and actively participate to ensure an open and welcoming learning environment.
- Work collaboratively with Natural Resources to deliver Field School curriculum.



EMPLOYMENT OPPORTUNITY

Summer Student Positions

- Coordinate activities based on outlined programming which may include, coordinating transportation, scheduling activities, and liaising with guest/Elders.
- Support Field School Crew by supporting their learning environment and responding to inquiries.

Child & Youth Program Facilitator Assistant (2 positions available)

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.
- Office duties include financial submissions as well as statistical information.
- Some lifting and bending required.

Early Learning Assistant (2 positions available)

The Early Learning Assistant will support the Childcare Supervisor in a registered Childcare 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.

Summer Children's Program Lead (1 positions available)

The Summer Children's Program Lead is 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 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.



EMPLOYMENT OPPORTUNITY

Summer Student Positions

Interested?

Apply as below or attend one of our Student Job Fairs!

Duchesnay Student Job Fair
May 22nd from 4:00pm - 8:00pm
Nipissing Secondary School

Garden Village Student Job Fair
May 23rd from 4:00pm - 8:00pm
Band Office Gym

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

APPLICATION DEADLINES:

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

The closing date for all positions will be Friday, May 24, 2024.

1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

3rd Round

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

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, 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

Summer Student Positions

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ 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.