



AAMJIWNAANG FIRST NATION

EMPLOYMENT OPPORTUNITY

Position Title: Community Services – Tribe-une / Reception - (Secondary School)

Position(s) Available: 1

Location: Sarnia, ON

Duration: 30 Hours/week (July 8th, 2024 – August 30th, 2024)

Posting Closes/Deadline: June 28th, 2024 at 4:30pm

Interview Date(s): July 2-3, 2024

Position Summary:

Assist the Newspaper Editor to initiate, coordinate, edit, produce and deliver the community newsletter. In addition, you will assist with the reception duties in the evening (4pm – 8pm) at the Maawn Doosh Gumig Community Centre and Youth Centre. The successful applicant should have above average English, editorial skills, good communication skills and have comfortability talking on the phone with members, answering and forwarding calls.

Responsibilities:

- Articulating designs with an acute attention to fine detail
- Review past newsletters, bulletins, notices to determine what articles might be required
- Review upcoming events with coordinators to determine necessity for attendance
- Responsible for development & maintenance of mailing lists and distribution to the readership
- Publish content with readers needs in mind
- Staying up to date with local affairs
- Be prompt and work within deadlines

Knowledge, Skills and Abilities:

- Excellent command of written English, literary skills and devices
- Motivation and self discipline to work independently without supervision
- Moderate typing/editing skills and accurate spelling grammar and punctuation
- A keen interest in news current affairs, business and people
- Ability to collaborate on community initiatives & events with solid knowledge and understanding
- Ability to lift and carry up to 30lbs
- Possess pleasant customer service demeanor, culture awareness and sensitivity
- Other duties as required

Requirements:

- Must be a student enrolled in a Secondary School and returning in the fall.
- Must be an Aamjiwnaang First Nation Band Member
- Must be between the ages of 15-29 years of age
- Must have a Social Insurance Number
- CPR/First Aid Certification
- Customer Service Training
- Ability to work hours from 12:00pm – 8:00pm
- Must be able to work the July 8th, 2024 to August 30th, 2024. Must disclose during the interview process if a vacation has been planned
- Must have the ability to accept direction yet work independently once tasks are assigned

Application Process:

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Nancie Rogers
Employment & Training Assistant
Or
mmedeiros@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca