



Position: Labour Market Initiative Survey Assistant

Salary: \$8,192.00

Hours of Work: 32 hrs

Circulation Level: Level I

Accountability: Niigaaniin Employment Counsellor

Employment Status: Term Contract (16 weeks)

Preferences: MFN Band Members

The Labour Market Initiative Survey Assistant will:

- Follow computer-assisted interview modules and/or paper copy interview guides.
- Establish contact with potential respondents to arrange interviews by telephone, in person or online through email or social media.
- Conduct interviews following the outline of the questionnaire either by in person meetings or by telephone.
- Provide support to respondents that choose to self-complete online if required.
- Record answers and enter results into the computer database once completed.
- Compile the interview data and other data into reports and lists.
- Ensure all information collected is complete and accurate.

The Labour Market Initiative Survey Assistant will possess the following qualifications, skills, experiences, and attributes:

- Administrative skills
- Effective interpersonal skills
- Excellent oral communication and organizational skills
- To be accurate and pay attention to detail
- Discretion and emphasis on protection of confidentiality or information
- Data entry of information
- Must be able to work independently and in a team environment
- Must be familiar for the Mississauga First Nation community members
- Experience with research and report writing

Education and Experience

- All applicants must be a post-secondary student returning to school in the fall of 2022

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Human Resources Department
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: May 24, 2022

Thank you to all applicants; however, only those selected for an interview will be contacted.