



MUSHKEGOWUK COUNCIL

Mushkegowuk Council is dedicated to providing quality equitable and accessible support and advisory services to respond to and meet the social, economic, cultural, educational, spiritual, and political needs of first nations, thereby improving the quality of life of our people

EMPLOYMENT OPPORTUNITY

POSITION: Summer Student – Program Assistant
DEPARTMENT: Various departments
COMPETITION #: 2026-021
LOCATION: Moose Factory/Timmins, ON
TERM: June 29 – August 21 2026
CLOSING DATE: June 2nd, 2026 at 4:00pm EST

POSITION SUMMARY

Under the supervision of the department director or designate, The Summer Student Program Assistant will be responsible in assisting the department in projects, initiatives, and tasks. The position will provide assistance with administrative support and office processes.

REQUIREMENTS

- Must have been registered as a full-time post-secondary or high school student in the previous academic year and be returning to school on a full-time basis in the next academic year;
- Must be from one of the Mushkegowuk Communities is a requirement **(due to funding)**.
- Must have a Social Insurance Number.
- All applicants must provide banking information, a void cheque or direct deposit information upon employment offer.
- Must be ready, willing and open to learn.
- Must adhere to all Health and Safety requirement of Mushkegowuk Council and associated with individual positions.
- Ability to work independently and as part of a team
- Strong communication and interpersonal skills
- Ability to multitask and prioritize tasks
- Driver’s License is considered an asset

ADDITIONAL INFORMATION

Full vaccination against COVID-19 is mandatory for this position and operation (the Council will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

HOW TO JOIN OUR TEAM

SUBMIT RESUME AND ONE (1) WORK OR EDUCATION REFERENCE with their phone numbers and e-mail addresses, quoting **Competition #2025-021** no later than **4:00 PM on June 2, 2026** to:

Human Resources Department
MUSHKEGOWUK COUNCIL
PO Box 370
Moose Factory, ON P0L 1W0

Resumes can be emailed to: jobs@mushkegowuk.ca or faxed to 705-268-3282

We thank all applicants for their interest, however only selected candidates will be contacted for an interview. If you have any accessibility or special requirements, please let us know and we will do our utmost to accommodate, in accordance with applicable legislation.

**Attawapiskat
First Nation**

**Kashechewan
First Nation**

**Fort Albany
First Nation**

**Moose Cree
First Nation**

**Taykwa
Tagamou
Nation**

**Chapleau Cree
First Nation**

**Missanabie
Cree
First Nation**