

EMPLOYMENT OPPORTUNITY
Mi'kmaq Confederacy of PEI
Events Assistant

The successful candidate for Events Assistant will be responsible for promoting Mi'kmaq culture at public events on behalf of the Mi'kmaq Confederacy of PEI.

Key Duties

- Promote Mi'kmaq culture at public events on behalf of the Mi'kmaq Confederacy of PEI.
- Contribute to and assist multi-media projects and social media initiatives that promote Mi'kmaq culture.
- Assist in development of promotional materials including print media, audio, video, as well as sets and displays.
- Assist with fundraising initiatives.
- Other duties as required.

Knowledge, Skills, and Abilities

- Must have knowledge of Mi'kmaq arts and culture and be comfortable participating in cultural activities.
- Must possess strong interpersonal communication skills and work well as part of a team.
- Must have knowledge of social media, including Facebook, Twitter and Instagram.
- Must be self-motivated, resourceful and able to work independently.
- Must have strong oral and written communication skills.
- Must be willing to work some evenings and some weekends throughout the summer.

Hours of Work

Hours of work will be in accordance with the standard hours of operation at the Mi'kmaq Confederacy of PEI (summer hours are 8:00am-4:00pm) unless otherwise specified by the supervisor or program director. Some evening and weekend work will be required. A standard work week for this position is 37.5 hours.

Working conditions

Some physical activity (ie. standing, walking, lifting). Occasional periods of travel away from away from the office environment to attend events may be required.

Expectations

All members of the MCPEI team are expected to perform their duties and interact with others in a professional manner. This includes dressing and speaking appropriately, demonstrating a positive attitude, respecting protocols, maintaining a high level of confidentiality, and keeping individual and shared work spaces tidy and organized.

Qualifications

- Must be a full time student ages 15-30 intending to return to school in the fall.
- Must have a valid driver's license and have reliable access to an insured motor vehicle.
- Preference will be given to Mi'kmaq applicants.

To apply

Please send or email cover letter, resume and reference letters to:

Mi'kmaq Confederacy of PEI (MCPEI)
Attn: Matt McGuire
Senior Operations Officer
200 Read Drive
Summerside, PE
C1N 5N7
mmcguire@mcpei.ca

APPLICATION DEADLINE: Wednesday, JULY 13th, 2016 @ 4:00 PM

Only those qualified applicants chosen for an interview will be contacted.