



Micmacs of Gesgapegiag - 2021 Summer Student Employment

Department	Type of position	Main tasks	Specific Requirements	Level of Education currently enrolled in	Number of weeks & number of hours per week	Start & end date	Number of positions available	Deadline to apply
Education	Literacy Camp Coordinator	Coordinate and implement a weekly schedule for 2 literacy camp counsellors. Organize and lead a variety of small and large group activities each week. Identify and respond to camper behavior issues.	Ability to give direction. Ability to plan, organize, and implement program activities. Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision. Strong organizational and communication skills.	Post-secondary	Up to 16 weeks (35 hours per week)	TBD	1	April 30 th , 2021
	Literacy Camp Counsellors	Help implement a weekly schedule for your group. Organize and lead a variety of small and large group activities each week. Identify and respond to camper behavior issues.	Ability to plan, organize, and implement program activities. Ability to work as a member of a team. Strong organizational and communication skills.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	2	June 25 th , 2021
GHRDC	Office Clerk	Perform general administrative and clerical support including mailing, scanning, faxing and copying. Maintain hard copy and electronic filing system. Perform data entry and scan documents. Transcribing. Conduct and report research. Assist with organizing workshops.	Demonstrates integrity and respect Takes directions and follows through Shows autonomy Works effectively with others Shows initiative and is action-oriented.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	1	June 25 th , 2021

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Health and Wellness	Camp Monitors	Help implement a weekly schedule for your group. Organize and lead a variety of small and large group activities each week. Identify and respond to camper behavior issues.	Ability to plan, organize, and implement program activities. Ability to work as a member of a team. Strong organizational and communication skills.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	6	June 25 th , 2021
	Administrative Clerk	Perform general administrative and clerical support including mailing, scanning, faxing and copying. Maintain hard copy and electronic filing system. Perform data entry and scan documents.	Demonstrates integrity and respect Takes directions and follows through Shows autonomy Works effectively with others Shows initiative and is action-oriented.	Post-secondary	Up to 16 weeks (35 hours per week)	TBD	1	April 30 th , 2021
Public Works, Infrastructure and Housing	Community Workers	Supports the supervisor with various tasks throughout the community. Mowing lawns, clearing trails, picking up debris. Assisting with the beautification of the community.	Demonstrates integrity and respect Thinks things through Takes directions and follows through Shows autonomy Works effectively with others Shows initiative and is action-oriented.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	7	June 25 th , 2021

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	Carpentry Labourers	Clean construction sites and complete various tasks assigned by the Supervisor.	Demonstrates integrity and respect Thinks things through Takes directions and follows through Shows autonomy Works effectively with others Shows initiative and is action-oriented.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	8	June 25 ^h , 2021
Economic Development and Land	Land Use Planning Assistant	Creating a project(s) timeline & key deliverable date. Coordinating meetings. Administrative duties to support the department. Compiling data and analyzing reports. Prioritizing tasks and providing briefing to Land Use Planning Coordinator.	Excellent oral and written communication in English. Excellent computer skills. (Word and PowerPoint). Demonstrates integrity and respect. Thinks things through. Takes directions and follows through. Shows autonomy. Works effectively with others. Shows initiative and is action-oriented.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	1	June 25 ^h , 2021
	Booking Assistant	Answering phone calls, emails, booking site messages, and questions concerning chalet rentals. Taking reservations, processing guest check-ins, payments and invoices. Managing our online booking sites and syncing to the main chalet calendar.	Experience will be considered an important asset. Reliable and autonomous. Discreet and professional. High level of attendance. Requires a valid Medicare card. Good oral English and French is mandatory. Mi'gmaq will be considered an asset.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	1	June 25 ^h , 2021

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	Administrative Assistant	Perform general administrative and clerical support including mailing, scanning, faxing and copying. Maintain hard copy and electronic filing system. Perform data entry and scan documents. Transcribing. Conduct and report research.	Experience will be considered an important asset. Reliable and autonomous. Discreet and professional. High level of attendance. Requires a valid Medicare card. Good oral English and French is mandatory. Mi'gmaq will be considered an asset. Background in business studies will be considered an asset.	1 Post-Secondary Position 1 High School Position	Up to 16 weeks (32 hours per week) 4-6 weeks (Between 20 to 35 hours per week)	TBD	2	April 30 th , 2021 June 25 th , 2021
Corporate Services (Finance, HR, Governance, Registration and Membership, Executive Office, Council Secretariat)	Accounting Clerk	Assist the Financial Controller with daily finance activities, such as verifying all incoming funds before placing them in the proper program as revenue. Responsible for the entry of the payables. Ensure that there is a valid PO for every invoice received (organize the daily incoming invoices). Assist the Financial Controller with any other tasks required.	Excellent oral and written communication in English. Excellent computer skills. (Word and Excel). Demonstrates integrity and respect. Thinks things through. Takes directions and follows through. Shows autonomy. Works effectively with others. Shows initiative and is action-oriented.	Post-secondary	Up to 16 weeks (32 hours per week)	TBD	1	April 30 th , 2021

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	Communications Researcher	Assist the communications department in the consultation of the community in regards to how the community would like to be communicated with. Reaching out to community members both on and outside of the community. Establishing how we can measure the communication needs with the members. This person will also be in charge of creating polls, online surveys and visiting house to house to gather information.	Excellent oral and written communication in English. Excellent computer skills. (Word and PowerPoint). Demonstrates integrity and respect. Thinks things through. Takes directions and follows through. Shows autonomy. Works effectively with others. Shows initiative and is action-oriented.	Post-Secondary	Up to 16 weeks (32 hours per week)	TBD	1	April 30 th , 2021
	Videographer/Photographer	The employee will be in charge of creating a portfolio of photography/videography for the community from all ranges in age. They will assist the communications and policy manager with the community events, and must be open to attend all events in and around Gespe'gawa'gi.	Experience will be considered an important asset. Reliable and autonomous. Discreet and professional. High level of attendance. Requires a valid Medicare card and driver's license. Good oral English and French is mandatory. Mi'gmaq will be considered an asset. Strong computer skills as in creating videos, photo montages, youtube videos, Instagram posts will be considered an asset.	Post-Secondary	Up to 16 weeks (32 hours per week)	TBD	1	April 30 th , 2021

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Fisheries	Lobster Hut Cook/Cashier	Approaching all encounters with clients and employees in a friendly service orientated manner. Cooking, preparing and cleaning according to safe and hygienic practices. Checking daily food requirements and preparing them accordingly. Ensuring that refrigerators, freezers, work areas and tanks are clean at all times	Good interpersonal skills, autonomous, good judgement. Experienced in teamwork, and is customer satisfaction oriented. French will be considered an asset.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	2	June 25 th , 2021
	Wholesale Labourer	Load water equipment, bait and seafood products. Extensive lifting and pushing heavy crates. Sort, weight and handle daily live lobster. Assist fishermen loading at wholesale facility. Check and clean lobster holding tanks and filters daily. Maintain a clean, safe work environment.	Good oral and written communication skills in English (Mi'gmaq and French an asset). Must be in good physical health, and able to lift and push heavy weight.	High School	4-6 weeks (Between 20 to 35 hours per week)	TBD	1	June 25 th , 2021

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