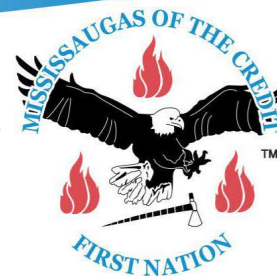


THE MISSISSAUGAS OF THE CREDIT FIRST NATION  
Is accepting applications for the full-time, permanent position of



## “Housing Assistant”

**Housing Department | Full-Time, Permanent**

We are seeking a **detail-oriented, organized, and community-minded Housing Assistant** who will play an essential role in supporting the delivery and administration of Housing programs and projects. This position is ideal for someone who is motivated by meaningful work and committed to making a positive impact within the MCFN community.

### Key Responsibilities

In this role, you will:

- Maintain and organize Housing files, ensuring documentation is complete, accurate, and properly recorded
- Provide administrative support, including preparing correspondence, reports, meeting agendas, and minutes
- Support Housing program processes, including agreements, reports, and documentation tracking
- Assist with monitoring Housing program insurance, land transfers, and compliance requirements
- Coordinate and schedule inspections, interviews, and Housing-related activities
- Support project tracking by maintaining spreadsheets for construction progress and expenditures
- Assist with housing inspections and provide support to technical and project staff as required
- Contribute to Housing program planning, development, and implementation of policies and procedures
- Provide backup support to Housing team members to ensure smooth daily operations

### Qualifications & Experience

We are looking for candidates who bring:

- High school diploma or equivalent
- Minimum of two (2) years of administrative or office experience, preferably in a Housing or related environment
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational skills, attention to detail, and ability to manage multiple tasks
- Ability to handle confidential information with professionalism and integrity

### Assets:

- College diploma in Office Administration or related field
- Experience with project tracking, data entry, or housing-related system
- Knowledge of MCFN Housing Programs, ISC Programs, and CMHC programs



**Mississaugas of the Credit First Nation**  
2789 Mississauga Road, Hagersville, Ontario N0A 1H0



Phone: (905) 768-1133  
Fax: (905) 768-1225



## Why Work for MCFN?

At MCFN, your work has purpose. You're not just filling a position — you're contributing to the growth, wellbeing, and future of a proud, resilient First Nation. We offer more than employment; we offer meaningful community-centered careers.

### Benefits

- Competitive vacation package
- Comprehensive group benefits (Health, Dental and Life) and pension plan
- Generous paid time off
- 5 mental wellness days
- Professional development and leadership training opportunities
- Supportive executive leadership environment
- Opportunity to drive meaningful, community-level change

### First Nations Preference

In accordance with section 16(1) of the Canadian Human Rights Act and as part of the Mississaugas of the Credit First Nation's commitment to supporting the employment and advancement of Indigenous peoples, preference may be given to qualified candidates who self-identify as First Nations. Applicants who wish to be considered under this preference are invited to voluntarily self-identify in their cover letter.

Mississaugas of the Credit First Nation is committed to fostering a diverse and inclusive workplace. We provide employment opportunities in a manner consistent with applicable human rights legislation and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other ground protected by law, subject to any lawful special programs.

### How to Apply

Please submit your résumé and cover letter to: [HR.Clerk@mncfn.ca](mailto:HR.Clerk@mncfn.ca)

**Deadline:** July 3, 2026



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