



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

“Council Coordinator”

Administration Department- Full-Time | Permanent

We are seeking a highly organized, professional, and discreet **Council Coordinator** who will play a critical role in supporting the effective operation of Chief and Council. This position is ideal for someone who thrives in a fast-paced environment, excels at coordinating meetings and managing complex administrative processes, and is committed to supporting transparent, accountable, and effective governance within the MCFN community.

Key Responsibilities

In this role, you will:

- Provide comprehensive administrative and coordination support to Chief and Council.
- Coordinate Council meetings, agendas, meeting packages, annual calendars, workshops, and special events.
- Attend meetings and prepare accurate, professional minutes, resolutions, and records of Council decisions and directions.
- Maintain tracking systems for Council motions, directives, and follow-up actions while supporting accountability across departments.
- Facilitate communication and information flow between Chief and Council, the CAO, leadership team, community members, consultants, legal counsel, and external stakeholders.
- Coordinate travel arrangements, accommodations, conference registrations, and logistical requirements for Chief and Council.
- Maintain confidential Council records and ensure records are retained, archived, and managed in accordance with organizational policies and records management practices.

Qualifications & Experience

We are looking for candidates who bring:

- College diploma in Office Administration, Business Administration, Public Administration, Communications, or a related field.
- Minimum three (3) years of experience providing senior administrative, executive support, meeting coordination, or records management services.
- Minimum two (2) years of experience preparing formal meeting minutes, agendas, and meeting packages.
- Exceptional organizational, planning, time management, and records management skills.
- Strong written and verbal communication skills with demonstrated attention to detail and accuracy.
- Ability to maintain confidentiality, exercise sound judgment, and manage politically sensitive information with professionalism and discretion.



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



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- Proficiency with Microsoft Office Suite, electronic records management systems, and virtual meeting platforms.

Assets

- Experience supporting elected leadership, boards, committees, or senior leadership teams.
- Experience working with or within a First Nation community or Indigenous organization.
- Knowledge of the history, culture, and current priorities of the Mississaugas of the Credit First Nation.

Why Work for MCFN?

At MCFN, your work has purpose. You're not just filling a position—you're helping support the leadership and governance decisions that shape the future of our Nation. We offer more than employment; we offer meaningful, community-centered careers where your contributions make a lasting impact.

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 contribute directly to community priorities and governance initiatives

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

Deadline: *August 10, 2026*



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