



MUSHKEGOWUK COUNCIL

PO Box 370

Moose Factory, Ontario P0L 1W0

TELE: (705) 658-4222

FAX: (705) 658-4250

Attawapiskat
First Nation

EMPLOYMENT OPPORTUNITY

POSITION: Internship- Finance and Business Development Intern
DEPARTMENT: Economic Development
LOCATION: Timmins, ON
DURATION: August 2021 (Renewal depending funding)
COMPETITION#: **2020-033**
CLOSING DATE: Open until filled
INTERNAL/EXTERNAL

Kashechewan
First Nation

SUMMARY OF POSITION

This internship opportunity is designed to provide recent graduates with experience that will put academic learning to practice and enhance their skills. The Finance and Business Development Intern will be placed within the Mushkegowuk Development Corporation and work under the supervision of the General Manager, with experiential focus in the area of finance, administration and business development.

Fort Albany
First Nation

Moose Cree
First Nation

QUALIFICATIONS:

- Post- secondary education in accounting, finance, business, economics, commerce or related disciplines.
- University or college graduate who has graduated within the last three years from accredited college or university. The candidates must be graduate of a post-secondary degree or diploma program
- The position will be a first full-time employment in the candidate's field of study
- Proven organizational and information management skills
- Experience in the development and implementation of proposals
- Ability to understand and synthesize reports and other documentation
- Excellent interpersonal, communication (oral and written) and computer skills
- Experience working with budgets financial statements and financial reporting is an asset
- Problem analysis and problem-solving skills
- Well organized with attention to detail and ability to carry out tasks independently with minimum supervision
- Ability to speak Cree an asset

Taykwa Tagamou
Nation

Chapleau Cree
First Nation

Missanabie Cree
First Nation

Job Description available upon request

SUBMIT RESUME AND THREE (3) RECENT WORK REFERENCES with email address preferred, quoting: **Competition# 2020-033** by no later than **4:00 PM** the closing date to:

Human Resources Manager
MUSHKEGOWUK COUNCIL
P.O. Box 370
Moose Factory, ON P0L 1W0

Resumes can be emailed to: hr@mushkegowuk.ca or faxed to 705-658-2293

