



**Employment Opportunity:** Program Support – Summer Student

**Location:** Halifax, NS

**Salary Range:** \$19.00/ per hour

**Employment Term:** 8 weeks, July 2026- August 2026 (Monday-Friday, 8:30-4 pm 35 hours per week, some evenings may be required)

**Reports To:** Program Managers

**General Description:**

Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **One (1) Program Support – Summer Student**. The Program Support worker will work in tandem with all the MNFC staff to assist with all programs and services. This position will be focused on providing an Indigenous student the opportunity to gain work experience while continuing their education. This is a designated position for an Indigenous student (age 18-30) with Indigenous ancestry. Applicants must also be able to provide proof of post-secondary enrolment.

**Key Responsibilities:**

- Support for all program activities for the Mi'kmaq Native Friendship Centre
- Organizing files
- Prepare student information packages
- Research for resources, tools and supports
- Assist with Urban Indigenous Day Camp
- Brochure development
- Update and maintain website information
- Update and maintain social media page
- Plan and implement fundraising activities and events
- Client information sessions
- Assist with Friendship Centre events
- Set up and tear down
- Vacation relief
- Answering phones
- Assist with cleaning/organizing
- May perform other related duties as required

**Qualifications & Experience;**

- Must be between the ages of 18-30 at the start of employment (designated youth position)
- Must have attended post-secondary from September 2025 to April 2026; and be returning to full-time studies in the Fall of 2026

- Excellent communicator, both spoken and written
- Strong organizational and time-management skills
- Thrives working both independently (a self-starter) and collaboratively
- Personal attributes: respectful, able to take direction
- Dependable and consistently works to uphold MNFC ethics and standards
- **This position is designed for those of indigenous ancestry, please self-identify**

**Application Deadline: June 2<sup>nd</sup> 2026**

Submit Resume & Cover Letter to: <https://mnfc.applytojobs.ca>

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel working within this job title.*

*The Mi'kmaw Native Friendship Centre is an equal opportunity employer; and complies with all fair employment practices laws. We are committed to providing a workplace free from unlawful discrimination and harassment and prohibit the same against employees, applicants or other covered persons by co-workers, supervisors, managers, or third parties based on a person's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veterans status, disability unrelated to job requirements, ethnicity, genetic information, military service, political affiliation, marital status and pregnancy or other protected status.*

*Qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process included and not limited to travel, relocation, and application development.*

\*Only those applicants who are screened in for an interview will be contacted.

