



## JOB DESCRIPTION

### CEDAR BASKET YOUTH ENTERPRISE SALES ASSOCIATE TRAINEE

#### **Our Vision:**

*The Native Canadian Centre of Toronto is dedicated  
to helping all of our relations on their journey*

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

**I Job Title:** Cedar Basket Youth Enterprise Sales Associate Trainee

**II Employment Term, Salary & Work Hours:**  
\$14.25/hour, 35 hours/week, 12 Week Program

**III Department:** Youth Department

**IV Direct Report:** Cedar Basket Coordinator

**V Position Summary:** The Cedar Basket Youth Enterprise Sales Associate Trainee position was created to give Aboriginal youth an opportunity to gain retail experience. To perform this job successfully you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **VI Duties and Responsibilities:**

- Welcome customers by greeting them and offering assistance
- Advise customers by providing information on products
- Help customers make selections by building customer confidence and offering suggestions and/or opinions
- Document sales through the Easy Cash Point of Sales software
- Responsible for processing cash and card payments
- Balance cash registers with daily receipts
- Be involved in stock control, inventory checks and management
- Inform Cedar Basket Coordinator of needed merchandise based on the sale of products
- Stock the store with merchandise
- Attach price tags to products in the store
- Keep the shop tidy and clean on a daily basis (dust, mop, wipe down etc.)
- Watch for shoplifters and fraudulent credit cards
- Operate booths at craft fairs, pow wows, etc. (May involve weekends/ Extra hours)
- Contributes to the team by completing related tasks as required

#### **VII QUALIFICATIONS:**

- Must be registered with and qualify under Miziwe Biik Aboriginal Employment and Training criteria
- Must be registered and working with an employment counsellor at Miziwe Biik
- Social media-savvy youth preferred



- ODSP and OW recipients are encouraged to apply
- Knowledge of Indigenous culture, traditions and community
- Knowledge or interest in customer service, retail and/or social enterprise
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Must not have taken any paid Employment Training Services with a social service agency
- Criminal background check required

**VIII Working Conditions:** The Cedar Basket Youth Enterprise Sales Associate Trainee position has regular hours 10am to 6pm except Thursday (culture night) when the store will be open from 12pm until 8pm. Saturdays are on an as needed basis.

**IX Physical requirements:** You may need to lift boxes upon the arrival of new orders. Due to the current pandemic conditions, this position is a hybrid of mostly working remotely Monday to Friday 9-5pm.

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***The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.***

***This is a contract position. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.***

***We thank all applicants for their interest however only those candidates selected for interviews will be contacted.***

***If this position interests you, please submit your resume and a cover letter to:***

**Victoria Ashawasegai – Cedar Basket Coordinator  
Youth Department  
Victoria.ashawasegai@ncct.on.ca  
Position Open Until Filled**

**SUBJECT LINE:  
NCCT Youth Program: Cedar Basket Youth Enterprise Sales Assistant Trainee**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [epohl@ncct.on.ca](mailto:epohl@ncct.on.ca) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.