

Business: Niio Perkins Designs

Location: 971 State Route 37, Akwesasne, NY 13655

Hours: 9am to 4-5pm

Pay: min wage

Phone: 518-651-4914

Supervisor: Niio Perkins

Supervisor Cell: same as above

Summary: small business social media assistant position with fashion arts small business.

Essential Duties:

- Website management.
- Filling orders.
- Shipping orders.
- Website inventory.
- Creating email campaigns.
- Taking photographs for social media posts.
- Making garments.

Education and/or Experience preferred: knowledge in design and interest, ie: photoshop.
College student.

Qualifications: none.

Business: Nail Creation by Joelle

Location: 344 Frogtown Road

Hours: 8:45am to 3:00pm, or 8:45am to 6:00pm, Mon -Fri, every other Sunday

Pay: pay is based on service. 60% and 40%. Paid every day. Part-time.

Phone: 315-705-3077

Supervisor: Joelle Porter

Supervisor Cell: 315-705-3077

Summary: nail salon and spa. Offering pedicures, gel manicures, and nail extensions and nail art.

Essential Duties:

- Manicures and pedicures
- Cleaning and sanitation
- Shadowing nail technicians
- Booking and scheduling clients

Education and/or Experience preferred:

Enrolled in cosmetology school.

Qualifications:

Must maintain client confidentiality and willing to learn extensions.

Business: Hill Top Inflatables

Location: 27 Jimmy White Rd Akwesasne NY

Hours: 8am – 11am (set up), 5:00pm-9:00pm (pick up) – flexible, as needed. M-T may be off.

Phone: 518-651-7985

Supervisor: April Seymour

Supervisor Cell: 518-651-7985

Summary: 17 years in operation. Provide jumping and sliding entertainment to birthday parties, reunions, graduation parties, special events, etc... Excels in customer service for families with children.

Essential Duties (at least 5):

- Laborer - setting up water slides and bounce houses
- Cleaning units
- Reporting maintenance concerns
- Possibly setting up and tearing down tents, tables and chairs (if we purchase these for the season)
- Providing excellent customer service to families who rent
- Safe tie downs of units
- Enjoy providing fun for children
- Small business mentoring sessions with experienced small business owner
- Pay breakdown for employees and tips
- Customer service practice
- Lawn care service

Education and/or Experience preferred: experience working with young children, or younger siblings. High school or college aged.

Qualifications: must be able to lift assisted 350lbs (heavy duty dolly on back order).

Business: Barreiro Communications

Location: 12 Jade Benedict Memorial Dr.

Hours: M-Th 10 am - 3 pm (flexible, in-person and remote)

Phone: (518) 651-4751

Supervisor: Randi Barreiro

Supervisor Cell: (518) 651-4751

Summary:

Barreiro Communications offers Marketing and PR for Indigenous women, businesses and organizations. Founder Randi Barreiro (Akwesasne) has experience in Indigenous media and has served women tribal leaders, Native non-profit and grassroots organizations, and Indigenous-owned businesses for 15+ years. If you're excited about serving Indigenous people with a good mind, enthusiastic personality and solid writing skills, while learning about Indigenous entrepreneurship from an insider's perspective, please apply. I'd love to meet you!

Essential Duties:

- Support editorial (newsletter) production by organizing information, conducting research, reading and producing copy, attending meetings, contributing ideas, etc.
- Assist the planning, production and posting of social media content
- Assist the creation of a client management system
- Assist with client interviews (in-person and Zoom)
- Some local travel is required (Akwesasne-Cornwall area)

Education and/or Experience preferred:

- First-year college or higher preferred; will consider Grade 12
- Must demonstrate proficiency in Google Workspace
- Must demonstrate proficiency and know your way around social media platforms (pages, stories, reels, functions, etc.) Facebook and Instagram required, TikTok optional.

Qualifications:

Must be willing to submit two writing samples (academic essays, social media posts, and creative writing pieces acceptable).

Great customer service skills are required (phone, e-mail and face-to-face).

Must be enrolled in a communications track (high school, college/university, online courses), or demonstrate interest in communications and/or business administration.

Interest in Indigenous communications and entrepreneurship.

Must be willing to learn Zoom and Adobe Acrobat.

Experience using Canva is a plus.

Experience using social media planning platform Later.com is a plus.

Photography skills or interest is a plus.

Must have reliable transportation.

Business: Akwesasne Serenity Farm

Location: 86 Jock Road, Akwesasne, NY 13655

Hours: flexible, 10am to 7pm

Phone: 518-358-2437

Supervisor: Jean Laffin

Supervisor Cell: 518-353-8468

Summary: Akwesasne Serenity Farm, lead line with pony rides and riding lessons, educational experience to learn about animals and nature. Safety and relaxing environment working with horses. Offer farm and pond tours. Horse care feeding, care, grooming and barn management. Also providing horse therapy.

Essential Duties (at least 5):

- Feeding, watering, handling horses, grooming horses,
- stall cleaning, tack room cleaning,
- repair fencing,
- handle bales of hay, putting hay in the barn,
- learn safety around horses, keeping barn safe.
- I will teach student about horse behavior, horse care and keep record of supplements for horses, handling horses safely, leading horses/ponies with children safely and other needs.
- Scheduling appointments
- Record keeping, completing forms

Education and/or Experience preferred: anybody who is ambitious and wants to work with horses, doesn't mind working outside, getting dirty. Not for anybody who is lazy. Maintain client confidentiality. Mature student.

Qualifications: Ability to lift 50lbs. Not lazy.

Business: Akwesasne Cultural Center & Museum

Location: 321 State Route 37, Akwesasne, New York 13655

Hours: Tuesday - Friday 10am – 3pm.

Phone: 518-358-2461

Supervisor: Mindy Thompson

Supervisor Email: akwmuse@northnet.org

Summary: The Museum Intern is under the direct supervision of the Akwesasne Museum Manager. The Intern will be responsible for assisting in safeguarding the museum collection, assisting only in the operation of the museum gift shop sales and other projects as assigned. The intern is expected to work a minimum of 12 hours per week as scheduled by the Museum Coordinator.

Essential Duties (at least 5):

- Cataloging and storing museum collection items
- Giftshop sales
- Touring museum visitors through the gallery when requested
- Develop displays for your video monitors
- Assist in maintaining a clean work and gallery space

Education and/or Experience preferred: Post-secondary courses in History, Anthropology, Archaeology, Art, Native Studies, Museum Studies or related studies.

Qualifications:

- Good people skills, in person, on the telephone, social media
- Good computer skills
- Good verbal communication with small groups of people,
- Retail Sales experience
- Ability to take direction from Supervisors
- Prioritize tasks
- Flexible

Ability to film and edit video/audio clips into a presentation is consider a bonus.

Business: Snye Life Convenience

Location: 918 River Road, Akwesasne, QC

Hours:

Phone: 613-575-2995

Supervisor: Robin Oakes

Supervisor Cell: 315-740-8678

Summary: Convenience Store, grab and go, lunch specials.

Essential Duties (at least 5):

- Cashier.
- Operate Slushee machine, hot dog rotisserie and pizza warmer, crock pot, hot dog steamer.
- Some light cleaning
- Restock coolers
- Marketing and advertising assistance
- Cash out sheet

Education and/or Experience preferred: college student preferred. Comfortable in a kitchen setting. Proficient in math.

Qualifications:

Must be able to lift up to 50 lbs.