



Kinooaadziwin Education Body Community Information Officer

Summary

The Community Information Officer will report to the Communications and Operations Manager for the Kinooaadziwin Education Body (KEB).

Duties and Responsibilities

The Communication Information Officer's main tasks and responsibilities may include:

- assist in identifying and promoting successful practices in education programs, services and delivery at the KEB;
- assist in the preparation of brochures, reports, newsletters and other material;
- maintain the KEB website and social media accounts;
- communicate with non-Participating First Nations on ratification of Anishinabek Education System;
- gather, research and prepare communications material for internal and external audiences;
- develop, implement and evaluate communications strategies and programs designed to inform First Nations, employees and the general public of initiatives and policies of the KEB;
- develop information packages about the Anishinabek Education System and the KEB for AES leadership and the Board of Directors;
- assist with administrative duties such as filing, data collection, etc.; and
- other duties as required.

Requirements

This position requires an individual who has successfully demonstrated the following characteristics:

- Youth between the ages of 15 and 30 years old as of the date of hire
- Knowledge of Anishinabek culture, history and practices
- An understanding of First Nation issues and First Nations education

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- Excellent verbal and written communications skills
- Experience working in a team setting
- Excellent organizational skills
- Ability to coordinate multiple tasks in a busy work environment
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability and reliability
- Flexibility and adaptability to changing circumstances
- Creativity and innovation

Hours of Work

The hours of employment will be between 8:30 am and 4:30 pm, with a one-hour break for lunch. This is a summer position and is for a duration of eight (8) weeks. Start date will be dependent on successful candidate, however, the position end date is September 1, 2019.

All employees will comply with KEB Personnel and Financial Policies.

Location

The position is based out of the head office, located on Nipissing First Nation.

Salary: \$14.00 per hour

Closing Date: June 12, 2019 at 4:30 pm. Please indicate in your cover letter which position you are applying for.

Only those granted an interview will be notified by June 14, 2019. Interviews will be held between June 17 and 20, 2019.

Please submit a cover letter and your resume with two (2) references to:

Claire Scanlan, Finance Manager

Kinoomaadziwin Education Body

100-132 Osprey Miikan

North Bay, ON P1B 8G5

Tel: 705-845-3634 ext 202

Email: claire.scanlan@a-e-s.ca

Preference will be given to members of the Participating First Nations or those of First Nation ancestry.