



Kinooaadziwin Education Body Cultural Development Officer

Summary

The Cultural Development Officer will report to the Culture, Programs and Standards Manager for the Kinooaadziwin Education Body (KEB).

Duties and Responsibilities

The Cultural Development Officer's main tasks and responsibilities may include:

- update and maintain inventory of culture and language resources, and materials and training opportunities;
- update and maintain database of contact names and information for school boards for the KEB;
- assist to promote awareness, access and dissemination of resources including:
 - Anishinaabemowin curriculum and resources;
 - Anishinaabe Elders and teachers; and
 - Anishinabek First Nations and local history, culture, and traditional knowledge;
- assist in culture-revitalization activities within the KEB (ceremonies, gatherings, pow-wows); 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
- Excellent verbal and written communications skills
- Experience working in a team setting

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- 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 on 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.