



**Kinooomaadziwin Education Body**  
**COMMUNICATIONS ASSISTANT** (one-year internship)  
**Employment Opportunity**

## **SUMMARY**

The Communications Assistant will report to the Senior Operations Manager of the Kinooomaadziwin Education Body (KEB) and will be responsible for assisting with strategic and responsive communications for the Anishinabek Education System (AES) and the KEB. The deliverables of the Communications Assistant are to develop a strategic social media plan to support the marketing and communications needs of the AES and to develop an AES Operations Manual that supports the Participating First Nations of the AES to better understand the functionalities of the system and the roles and responsibilities of the system's various partners.

Key skills development includes interviewing, research, publication design and writing, and developing project work plans.

Key activities to be undertaken by the Communications Assistant include:

- Collect information and data from the Participating First Nations (PFNs).
- Conduct interviews with various staff, Board members, Regional Education Council Representatives, and PFN contacts.
- Write content for the AES Operations Manual.
- Create layout and design for the AES Operations Manual.
- Develop and implement distribution plan for the AES Operations Manual.
- Conduct the necessary research on social media platforms, content development, and outreach tactics to maximize effectiveness of the overall marketing and promotions, particularly among youth.
- Develop a social media strategy to engage AES stakeholders, particularly youth and students.
- Implement and monitor social media strategy.
- Attend public meetings in a communications capacity to learn about the Anishinabek Education System, as required.
- Assist in the planning and preparation of KEB events and meetings, as required.
- Develop ideas and create content for online use (KEB website, social media, newsletter, updates).
- As required, design templates for use in standardized KEB communications intended for social media and online application.
- Identify ideas and collect content for use in digital communications.

## **OTHER DUTIES**

As required, the Communications Assistant will perform other duties that support the Director of Education and the Senior Operations Manager, and the overall communications of the KEB. This includes but is not limited to providing support to the Board of Directors, KEB committees, and KEB employees.

## **REQUIREMENTS**

- Must be an unemployed or underemployed youth and under the age of 30 years
- Must have graduated within the last three (3) years with a degree, diploma, or certificate from a recognized post-secondary institution in communications related field (communications, journalism, public relations, graphic design)
- Must not have previously participated as a youth intern in any of FedNor's Programs or in any other federal or provincial internship program with pay for a period of six months or more
- Proven abilities in strategic communications, and media relations
- Understanding of Indigenous communities and education
- Ability to speak Anishinaabemowin is an asset
- Exceptional written and verbal communications skills, proven knowledge of media-style writing
- Excellent organizational and project management skills
- Proven computer literacy (Word, PowerPoint, Excel, Adobe, Creative Suite, etc.)



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- Strong interpersonal skills
- Dependability, reliability, and ability to travel
- Flexibility and adaptability to changing circumstances and busy work environments
- Creativity and innovation
- Valid driver's license
- Satisfactory criminal records check and vulnerable sector screening
- Must be legally entitled to work in Canada

### OTHER DETAILS

This is a one-year internship position supported by the Federal Economic Development Agency for Northern Ontario. This position is intended to be a learning opportunity for a youth under the age of 30 who has graduated within the last three (3) years with a degree, diploma, or certificate from a recognized post-secondary institution. The hours of employment will be between 8:30 am and 4:30 pm with a one-hour break for lunch. This position is located at the KEB head office on Nipissing First Nation.

All employees will comply with KEB Personnel and Financial Policies.

Preference will be given to Northern Ontario youth. Participation of youth from employment equity groups is encouraged (Indigenous, persons with disabilities, visible minorities, and women).

### CLOSING DATE

Applications for this position will be accepted until 12:00 p.m. on **Friday, May 13, 2022.**

Please submit your covering letter, resume, and three references to:

Andrea Crawford  
Senior Operations Manager  
Kinooomaadziwin Education Body  
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