



Kinoomaadziwin Education Body

NIIGAAN GDIZHAAMI FUND ASSISTANT

Employment Opportunity (Part-Time Contract until February 2023)

SUMMARY

The Niigaan Gdizhaami Fund Assistant will work with the Niigaan Gdizhaami Fund Coordinator and the Multi-Year Action Plan Manager to support the initiatives of the 2022-2023 Niigaan Gdizhaami Fund. As a youth employment opportunity under the First Nations and Inuit Youth Employment Strategy, this role is intended to provide learning experiences through employment. Key skill developments include proposal writing, report writing, document analyses, project management, and communications.

Responsibilities of the Niigaan Gdizhaami Fund Assistant include:

- Supporting the Participating First Nations in producing successful funding proposals;
- Screening Niigaan Gdizhaami proposals;
- Summarizing proposals for evaluation purposes;
- Organizing, analyzing, and reporting on data;
- Reporting on projects and developing communications; and
- Monitoring multiple projects.

OTHER DUTIES

As required by the Multi-Year Action Plan Manager, the Niigaan Gdizhaami Fund Assistant will perform other duties that support the Niigaan Gdizhaami Fund.

REQUIREMENTS

This position requires an individual with the following knowledge, skills, and personal characteristics:

- Must be a First Nation or Inuit youth between the ages of 15 and 30 years (inclusive) at the start of employment
- Must be a youth who is not in school, who is unemployed or underemployed
- Must be a who is ordinarily resident on reserve or in recognized communities or on community lands
- Must not have previously participated in the First Nations and Inuit Youth Employment Strategy program
- Understanding of Indigenous communities and education
- Ability to speak Anishinaabemowin is an asset
- Exceptional written and verbal communications skills
- Excellent organizational and project management skills
- Proven computer literacy (Word, PowerPoint, Excel, Adobe, Creative Suite, etc.)
- Strong interpersonal skills
- Dependability and reliability
- 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 part-time contract position supported by First Nations and Inuit Youth Employment Strategy, for 14 hours per week until February 2023, at \$17.00 per hour. The KEB head office is located on Nipissing First Nation, however this position is intended to be remote.

CLOSING DATE

Applications for this position will be accepted until 4:30 p.m. on **Friday, July 29, 2022.**



**Kinooaadziwin Education Body
NIIGAAN GDIZHAAMI FUND ASSISTANT
Employment Opportunity (Part-Time Contract until February 2023)**

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

Andrea Crawford, Senior Operations Manager
Kinooaadziwin Education Body
Suite 100-132 Osprey Miikan
North Bay, ON P1B 8G5
andrea.crawford@a-e-s.ca
705-477-4149