



**Kinooomaadziwin Education Body
EDUCATIONAL RESOURCES ASSISTANT
Summer Contract (8 weeks)**

Summary

The First Nations and Inuit Youth Employment Strategy (FNIYES) supports initiatives to help First Nations and Inuit youth acquire skills, prepare for full-time employment, and earn income to support post-secondary education through summer work experiences. The Kinooomaadziwin Education Body (KEB) is seeking an Educational Resources Assistant. The position will digitize cultural and educational resources under the guidance of the Education Programs and Services Manager.

Key skill developments include:

- An increased knowledge of First Nation issues and First Nations education
- Excellent written and verbal communication skills
- Enhanced organizational and facilitation skills.
- Assist in developing strategies for engaging students with their learning in culture and language.
- Gain experience organizing education resources, programming, and computer skills in digitizing resources.

Responsibilities of the Educational Resources Assistant include:

- Assist in maintaining and developing a structured digital resources bank.
- Identify and organize materials for digitization and archiving.
- Catalog and apply metadata tags to digital resources for improved accessibility.
- Assist in organizing and supporting language and culture-based camps and events.
- Support coordination of language learning activities.

Requirements:

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

- Must be a secondary or post-secondary student returning to school
- Interest in Anishinabek education
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability and reliability

OTHER DETAILS

This is a summer contract position:

- 35 hours/week
- \$23.00 per hour

The KEB head office is located on Nipissing First Nation, however this position is intended to be remote. The anticipated start date of this position is July 7, 2025, or earlier.

CLOSING DATE

Applications for this position will be accepted until 4:30 p.m. on June 6, 2025.

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

Colleen Sheriff
Human Resources Manager
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan
North Bay, ON P1B 8G5
kebhr@a-e-s.ca
705-845-3634