



**Kinooomaadziwin Education Body
INFORMATION TECHNOLOGY 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 looking for an Information Technology (IT) Assistant. The IT assistant will learn new software and hardware technologies to expand their knowledge in this fast-paced field.

Key skill developments include:

- Increased knowledge of Information Technology Systems.
- Acquisition and development of key skills required in the technology world.
- Development of problem-solving skills.
- Development of teamwork, collaboration, and networking skills.
- Applied experience in utilizing, troubleshooting, and maintaining common software programs and web-based applications.

Responsibilities of the Information Technology Assistant include:

- Provide computer support for KEB Staff
- Helpdesk and Administrative tasks for the IT Department.
- Assist with the Information Technology planning and inventory of IT systems.
- Involvement with planning and organization of KEB's future IT requirements.
- Assist with planning and coordination of meetings using existing software applications.
- Learn and promote future Information Technology applications.
- Assist in the building of Microsoft SharePoint back-end applications and Intranet

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
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