



Kinooaadziwin Education Body
COMMUNITY RESEARCHER/INTERVIEWER
Six (6) Summer Youth Contract Positions (Duration 10 weeks)

The Kinooaadziwin Education Body (KEB) Region 2 Participating First Nations are in the process of creating Community Profile Books for the following communities; Atikameksheng Anishnawbek, Aundeck Omni Kaning First Nation, Michipicoten First Nation, Sheshegwaning First Nation, Whitefish River First Nation, and Zhiibaahaasing First Nation.

Under the direction of a First Nation's Education Department and the KEB Education Programs and Services Manager, the successful candidate will research content specific to the First Nation's history, language, land use, culture, leadership, etc. for use in the respective Community Profile Book. This position will include researching, interviewing, organising, and documenting information.

Responsibilities include:

- developing a workplan with weekly deadlines and deliverables;
- participating in research and interview procedures and protocols training;
- conducting research on community history, language, land use, culture, and leadership to gather content for the Community Profile Book;
- identifying and citing sources of information – documents, locations, interviews;
- organizing and maintaining files of information via online shared files, including various media types - videos, photos, audio recording, transcripts, online links;
- meeting with other Community Researchers/Interviewers on a weekly basis;
- providing updates to the Regional Education Council for Region 2 at their regular Monthly Meeting;
- providing information and file sharing to the supervisor on a daily basis; and,
- maintaining confidentiality and sensitivity when handling personal stories and community information.

Qualifications/Skills:

- Post-secondary education preferred
- Proficiency with Microsoft, SharePoint, and Teams
- Excellent oral and written communication skills
- Excellent interpersonal skills to support interviewing related tasks
- Ability to work independently and within specified deadlines
- Member of First Nation Community preferred
- Class "G" Drivers License with access to a vehicle required.

DURATION

As soon as possible for up to 10 weeks.

HOURLY WAGE AND HOURS OF WORK

The hourly wage is \$25.00/ hour. The hours of employment are 35 hours per week, Monday through Friday, between 8:30 am and 4:30 pm with a one-hour break for lunch. Flexible working hours and some overtime may be required on weekends or during the evenings to accommodate meeting schedules and workloads.

LOCATION

This is a flexible position that will function on a rotating schedule of days at a community office location and days at the remote office. Travel will be required, as scheduled. There are 6 **Community Researcher/Interviewer** positions. The locations for these positions are listed below. Please clearly indicate in your covering letter which community you are applying for:

1. Atikameksheng Anishnawbek
2. Aundeck Omni Kaning First Nation
3. Michipicoten First Nation
4. Sheshegwaning First Nation
5. Whitefish River First Nation
6. Zhiibaahaasing First Nation

CLOSING DATE

We are accepting applications until 4:30 p.m. on Tuesday, June 24, 2025. Interviews are scheduled for the week of June 30 to July 4, 2025. Please note that only those selected for an interview will be contacted.

HOW TO APPLY

We encourage applications from youth members of the Participating First Nations or youth of Indigenous ancestry. Proficiency in Anishinaabemowin is an asset.

The successful candidate must hold a valid driver's license, submit a satisfactory criminal records check, and comply with KEB's policies.

Please submit your resume, cover letter, and three work-related 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