



KINOOMAADZIWIN EDUCATION BODY
Independent Contractor Opportunity
Region 2 Community Profiles Researcher/Writer

SUMMARY

The REC 2 Community Profiles Project Researcher/Writer reports to the REC2 Regional Education Council Coordinator (RECC) of the KinooMaadziwin Education Body (KEB) and works closely with the REC 2 Coordinator, and the Participating First Nations: Michipicoten, Atikameksheng Anishinawbek, Whitefish River, Aundeck Omni Kaning, Sheshegwaning, and Zhiibaahaasing.

This contractor position is responsible for conducting/collecting community-based research and photos to populate a template that will support the development of community profile booklets that document the history, culture, language, land-based knowledge, and perspectives of Participating First Nations within Regional Education Council #2. These materials will support teacher learning, student learning, and culturally-grounded education across the Anishinabek Education System.

This role is project-based, requiring strong research, writing, relationship-building, and organizational skills, with the ability to connect with community while working independently.

SCOPE OF CONTRACT

- Develop a research framework and project workplan for the REC 2 Community Profiles Project.
- Conduct community-based research, including:
 - Interviews with Elders, Knowledge Holders, educators, and community members.
 - Collection of stories, photographs, historical documents, and cultural knowledge.
- Write and populate information templates for community profile booklets, ensuring content is:
 - Accurate, respectful, and culturally grounded.
 - Clear, engaging, and suitable for classroom and community use.
- Collaborate with REC 2 First Nations.
- Revise and edit content to produce polished final manuscripts and coordinate with publishing partners.
- Provide regular progress updates to the REC 2 Regional Representatives.
- Perform other project-related duties as assigned.

CONTRACT DELIVERABLES

Deliverables may include, but are not limited to:

- Project workplan and research framework
- Completed Community Profile manuscripts for REC 2 participating First Nations (utilizing template provided)
- Documented interviews and collected community source materials (stories, photos, records, permissions)
- Curriculum-support content formatted in KEB templates
- Final project summary report

REQUIREMENTS/QUALIFICATIONS

The successful contractor will demonstrate:

- Experience in research and writing
- Strong knowledge of Anishinabek communities, culture, and education systems
- Excellent written and verbal communication skills
- Strong organizational and project management abilities
- High level of professionalism, dependability, and reliability
- Experience working respectfully with Indigenous communities is essential
- Satisfactory Criminal Record Check and a Vulnerable Sector Search.
- Teacher certification, curriculum writing experience, or community research experience (strong asset)

CONTRACT DETAILS

- **Contract Term:** Project-based aligned to deliverables completed
- **Work Location:** Remote, with travel to REC 2 communities as required
- **Compensation:** Negotiated, based on experience and education, in accordance with KEB policies. Work-related travel is covered in accordance with KEB policies and budget.

CLOSING DATE

Applications for this Independent Contractor position will be accepted until filled.

APPLICATION MUST INCLUDE

- Cover Letter
- Resume or Professional Profile
- Work proposal, that includes proposed timelines & budget estimate
- Three Professional References

PLEASE SUBMIT YOUR COMPLETE APPLICATION TO:

Kristin Kewaquom
Education Programs and Services Manager
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan
North Bay, ON P1B 8G5
Kristin.Kewaquom@a-e-s.ca

* Preference will be given to members of the [Participating First Nations](#) or those of Indigenous ancestry.