



KINOOMAADZIWIN EDUCATION BODY

Independent Contractor Opportunity

Policy and Procedure Writer

SUMMARY

Kinoomaadziwin Education Body (KEB) is seeking an experienced Independent Contractor – Policy and Procedure Writer to support the review, development, and refinement of KEB policies, procedures, forms, templates, and employee-facing resources. The successful contractor will produce clear, consistent, practical, and legally informed documentation that reflects KEB's values, supports effective people practices, and aligns with applicable legislation, internal processes, and the Anishinabek Education System context. This work will strengthen KEB's daily operations by ensuring policies and procedures are accessible, well-organized, employee-friendly, and practical for staff, managers, and leadership.

SCOPE OF CONTRACT

The Independent Contractor will review KEB's existing policies, procedures, forms, templates, and related resources; identify gaps, duplication, inconsistencies, or areas requiring clarification; and draft or revise documents using KEB's preferred format, tone, and style.

The work will include consulting with KEB staff and leadership, researching relevant legislative or best-practice considerations, incorporating feedback, ensuring consistency across documents, and preparing final drafts for internal review, approval, and implementation.

The contractor will create a filing system in SharePoint accessible to KEB staff.

CONTRACT DELIVERABLES

Deliverables include, but are not limited to:

- Reviewed and revised KEB policies, procedures, guidelines, forms, templates, and related resources
- New KEB policies and procedures, as assigned, drafted in clear, consistent, and practical language
- Supporting employee and manager resources, such as checklists, process guides, communication templates, and implementation tools
- Final clean drafts and tracked-change versions, where required, for review, approval, and implementation planning

REQUIREMENTS/QUALIFICATIONS

The successful contractor will demonstrate:

- Demonstrated experience writing, reviewing, or updating policies, procedures, guidelines, or workplace documentation
- Strong understanding of human resources practices, employment standards, workplace policies, privacy, and confidentiality requirements
- Excellent writing, editing, research, formatting, and document organization skills
- High level of professionalism, reliability, and attention to detail

CONTRACT DETAILS

- **Type:** Independent Contractor Agreement
- **Contract Term:** Project-based; timelines flexible and established collaboratively
- **Work Location:** Remote
- **Compensation:** Negotiated, based on experience and education, in accordance with KEB policies.

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:

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

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