



Kinooaadziwin Education Body INFORMATION TECHNOLOGY ASSISTANT Summer Contract

Summary

The Information Technology (IT) Assistant will work with the IT Manager to provide strategic and responsive technology support to the Kinooaadziwin Education Body (KEB). As a youth employment opportunity under the First Nations and Inuit Youth Employment Strategy, this role is intended to provide learning experiences through employment. Key skill developments include research and planning, learning new technology systems, and on-site training related to IT software and hardware.

Responsibilities of the IT Assistant include:

- Providing computer support to KEB staff.
- Offering helpdesk support and administrative tasks for the IT department.
- Assisting with the planning and inventory of the KEB's IT systems.
- Involvement with planning and organization of the KEB's future IT requirements.
- Assisting with IT planning and coordination of meetings using existing software applications.
- Learning about IT applications and providing training to KEB staff.
- Assisting in building Microsoft SharePoint back-end applications and Intranet.
- Assisting with the administration of Microsoft Office 365 products.
- Assisting with creating fillable template forms.
- As required, the IT Assistant will perform other duties that support the IT Manager, and the overall IT department for the KEB.

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. This position will follow a flexible work arrangement, with some days worked in the office and others worked remotely. The anticipated start date of this position is July 20, 2026, or earlier.

Closing Date

Applications for this position will be accepted until 4:30 p.m. on **July 10, 2026**.

Interviews

Interviews for this position will be conducted the week of July 13, 2026.

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

** Preference will be given to members of the Participating First Nations or those of Indigenous ancestry. Only applicants selected for an interview will be contacted.*