



Kinooaadziwin Education Body RECEPTIONIST Summer Contract

Summary

The Receptionist will work with the Executive Administrative Assistant and the Director of Education to provide administrative support at the Kinooaadziwin Education Body (KEB) Nipissing First Nation head office. As a youth employment opportunity under the First Nations and Inuit Youth Employment Strategy, this role offers practical learning through work experience. The position supports reception service, clear communication, and a welcoming environment while helping maintain smooth office operations, support team collaboration, and contribute to KEB's organizational goals.

Responsibilities of the Receptionist include:

- Greet visitors and respond to inquiries in a friendly, professional manner.
- Provide administrative support and help maintain smooth office operations.
- Use Microsoft Office and office software to complete assigned tasks.
- Organize work, prioritize tasks, and meet timelines.
- Handle information accurately and maintain a positive, courteous approach.
- Support with organization of the main office supply room
- Other duties as assigned

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. 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.*