



KINOOMAADZIWIN EDUCATION BODY

Independent Contractor Opportunity

Region 4 Community Profiles Project – Research/Writer

(Munsee-Delaware, Eelünaapéewi Lahkéewiit - Delaware Nation & Aamjiwnaang)

SUMMARY

The Region 4 Community Profiles Project Researcher/Writer reports to the Education Programs & Services Manager of the Kinooaadziwin Education Body (KEB) and works closely with the Regional Education Council Region 4 (REC 4) Coordinator and the Participating First Nations, specifically Munsee-Delaware Nation, Aamjiwnaang First Nation and Eelünaapéewi Lahkéewiit, Delaware Nation.

This contractor position is responsible for conducting and collecting community-based research and photos to complete templates that will support the development of up to four Community Profile booklets documenting the history, culture, language, land-based knowledge, and perspectives of Munsee-Delaware, Aamjiwnaang First Nation and Eelünaapéewi Lahkéewiit, Delaware Nation. The fourth community TBD. These materials will support curriculum development, teacher learning, student learning, and culturally-grounded education across the Anishinabek Education System.

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

SCOPE OF CONTRACT

Develop a research framework and work plan for the REC 4 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 - Collection of stories, photographs, historical documents, and cultural knowledge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 closely with Munsee-Delaware, Aamjiwnaang First Nation and Eelünaapéewi Lahkéewiit, Delaware Nation leadership and community representatives.
- Revise and edit content to produce polished final manuscripts and coordinate with publishing partners
- Provide regular progress updates to the REC 4 Regional Representatives
- Perform other project-related duties as assigned

CONTRACT DELIVERABLES

Deliverables may include, but are not limited to:

- Project workplan and research framework
- Up to four completed Community Profile manuscripts (utilizing template provided)
- Documented community interviews and collected source materials (stories, photos, records, permissions)
- Curriculum-ready content formatted in KEB templates
- Final project summary report

REQUIREMENTS/QUALIFICATIONS

The successful contractor will demonstrate:

- Experience in research and writing (or clear demonstration of skills and abilities)
- Strong knowledge of Indigenous 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
- Ability to provide a Criminal Reference Check / Vulnerable Sector Search
- Teacher certification, curriculum writing experience, or community research experience are strong assets (but not required)

CONTRACT DETAILS

- **Contract Term:** Project-based, aligned to completion of deliverables
- **Work Location:** Remote, with travel to Munsee-Delaware, Aamjiwnaang First Nation and Eelünaapéwi Lahkéewiit, Delaware Nation.
- **Compensation:** Commensurate with 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:

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

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