



ANISHINAABEG OF KABAPIKOTAWANGAG RESOURCE COUNCIL INC.

P.O. BOX 237, SIOUX NARROWS, ONTARIO POX 1N0

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Northern Sub-Office:

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BIG GRASSY RIVER • NORTHWEST ANGLE #33 • ANIMAKEE WA ZHING #37 • OJIBWAYS OF ONIGAMING • WAUZHUSHK ONIGUM

EMPLOYMENT OPPORTUNITY

Program Assistant(s)

Contract Full time until March 2020

Description:

AKRC offers an exceptional opportunity for youth with excellent organizational and time management skills. The candidate will be responsible for providing Program, Administrative and Clerical support to the AKRC staff to ensure that services are provided in an effective manner. The individual will assist staff with the Coordination of activities and special events as required; greet visitors to the AKRC office; assist with the distribution of information to our member communities via faxes, memos and emails. The candidate will also provide support to the Program Managers to undertake a variety of activities/initiative within the AKRC organization.

Qualifications:

Under the AANDC First Nation Inuit Youth Employment Strategy Mentorship Work Program Guidelines, candidates must be youth aged 15-30 who are not in school, unemployed or underemployed. Knowledge of Microsoft Office: Word, Excel, Publisher, Power Point and Outlook programs. Must be punctual, organized, reliable and courteous with the public. Must have the ability to travel with own transportation. Ability to communicate in Ojibway is considered an asset. Applicants must clearly demonstrate in their Cover Letter & Resume how they meet the qualification requirements of this position.

Deadline to apply: Friday, April 12, 2019

Send application to:

Charlotte Joseph
Education Advisor
P.O. Box 237
Sioux Narrows, ON P0X 1N0
Fax: (807) 226-4459
Email: education@akrc.on.ca

We thank all those who apply. Only applicants selected for an interview will be contact.