



Shooneyaa Wa-Biitong Summer Employment Opportunity
Summer Intern/Employment Support Worker – Kenora Office
Full-time/Contract Position - 37.5 hours/week, Monday – Friday
Contract: 8-10 weeks – June - August 2026
Hourly Rate of Pay: \$20.16 – \$24.72/hour

Position Overview:

The **Summer Intern/Employment Support Worker** will provide administrative support and client assistance. Key duties include helping job seekers with resumes, job searches, and employer networking, and promoting employment services. The role also involves researching employment opportunities, marketing services to employers and communities, and collaborating with the team under the Program Manager’s guidance. Some local travel may be required. Additionally, the position requires efficient use of computer programs to contribute to the overall success of the organization.

Core Responsibilities:

- Team Collaboration and Program Promotion
- Client Support and Communication
- Confidentiality and Professionalism

Qualifications:

- Treaty #3 Area Post-Secondary student returning to school in the fall of 2026
- An interest and/or field of study in social work, community development, HR Management or a related discipline
- Must have excellent communication skills both written and verbal
- Excellent organizational skills with the ability to multitask and meet deadlines
- Efficient computer skills MS Office
- Knowledge of Treaty #3 area, Anishinaabe culture and traditions
- Previous experience working in an Indigenous organization is an asset
- Drivers Licence and access to a vehicle is an asset

Application Instructions: Please submit your cover letter, resume and three (3) references with permission to contact to:

Melanie McPherson, Administration Lead, Shooneyaa Wa-Biitong
email: melanie.mcpherson@shooneyaa.org
Subject Line: Summer Intern/Employment Worker - Kenora

Closing Date: Friday, May 15, 2026, at 4:00 p.m. We thank all applicants but only those selected for an interview will be contacted. Interviews are in person only.

“Trained Anishinaabeg Working Toward a Strong Treaty #3 Nation”