



SHOONIYAA WA-BIITONG

EMPLOYMENT OPPORTUNITY

PROGRAM DELIVERY INTERNSHIP

SUMMER STUDENT POSITION

Duties:

- To learn all aspects of Shoonyaa Wa-Biitong program delivery
- Provide support to Program Staff within the Shoonyaa Wa-Biitong Office
- Provide reception and administrative duties within Shoonyaa Wa-Biitong
- Assist with Grand Council Treaty #3 Youth Council and Shoonyaa Wa-Biitong COVID Impact project
- Support outreach by attending career fairs, employment events, community-based workshops.
- Suggest / refer clients to additional resources and/or service providers who could assist them through their employment journey
- Promote and advertise Anokiwin Job Connect and employment related services to job seekers and employers
- Provide support in the data collection of client statistics, ensuring that all interventions are recorded and client work is accounted for within ARMS database
- To be an active team member of Shoonyaa Wa-Biitong and work under the guidance and supervision of the Executive Director
- Complete all other duties as assigned

Qualifications:

- Treaty #3 First Nation member, currently attending post-Secondary school, must be a returning student in September 2022
- Must have excellent communication skills, both written and oral
- Must be able to demonstrate organizational skills, and the ability to multi-task and meet deadlines
- Proficient computer skills in essential; experience in operating Word, PowerPoint, Publisher and Outlook
- Understanding and familiarity of a First Nation organization and dynamic is an asset
- Knowledge of the Anishinaabe language, traditions and protocols

This position will be situated at the Shoonyaa Wa-Biitong Office in Kenora, ON.
Please submit your resume with a cover letter by **June 24, 2022 at 4:30 p.m.** to:

Hiring Committee – Shoonyaa Wa-Biitong
P.O. Box 2909, 580 Lakeview Drive
Kenora, ON P9N 3X8
Fax: 807-468-1813
E-Mail: eaadmin@shoonyaa.org

We wish to thank all applicants, however, only those selected for an interview will be acknowledged.