



RAINY RIVER FIRST NATIONS

Invites applications for the position of

Oral History Intern



JOB DESCRIPTION:

The primary focus of this position is to facilitate engagement with Rainy River First Nations (RRFN) community members for the upcoming *Preserving our Stories* oral history project. The position is part of a two-year funded project through the *Ontario Arts Council - Indigenous Culture Fund* and will require 35 hours of work per week at a rate of \$22.00/hour. This position will run from May 1, 2019 until April 30, 2021. The first year of the project is focused on content development (interviewing, collecting stories, facilitating community meetings) while the second year is focused on data curation and digitization of collected material. The successful candidate will follow direction from the Curator of Kay-Nah-Chi-Wah-Nung.

JOB DUTIES:

- Engage with RRFN community members (ranging from youth to Elders). This will include conducting interviews
- Facilitate monthly community meetings (this includes creating posters, buying supplies and gifts when needed, etc.)
- Conduct presentations on the goals and progress of the project at community meetings
- Monitor and record budgets and submit reports
- Maintain detailed project records and minutes from community meetings
- Use a variety of audio and visual recording equipment; transcribing interviews

QUALIFICATIONS:

- Minimum Grade 12
- Minimum of 1-year experience in dealing with the public
- Ability to develop and maintain effective relationships with staff and the public
- Excellent verbal communication skills
- Knowledge of Indigenous culture & Rainy River First Nations is an asset
- Must be comfortable working with individuals of varying age groups
- Must be able to work independently and as part of a team
- Must be a respectful individual
- Familiarity with Microsoft Office programs is an asset



• **TERMS AND CONDITIONS:**

- Must be able to provide current Criminal Reference Check satisfactory to RRFN.
- Must adhere to the Rainy River First Nations' Drug Testing Policy.
- Must have the ability to work flexible hours which may include evenings and weekends.
- Must have valid driver's license and access to a vehicle or ability to find alternate means of transportation.

Please apply in writing by 4:00 PM on April 23, 2019. Applications must include a cover letter, current resume, and three (3) employment related references (two of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to: Verna DeBungie, Human Resources Officer
Rainy River First Nations
P.O. Box 450
Emo ON, P0W 1E0
Email: v.debungie@rrfns.com

For further information, please contact **Verna DeBungie**, Human Resources Officer at (807) 482-2479 ext. 249.

We thank all applicants but only those invited for an interview will be contacted.

We would like to acknowledge funding support from the Ontario Arts Council, an agency of the Government of Ontario.