



Rainy River First Nations Invites Applications for the position of **Workshop Assistant(s)**

Job Description:

The Workshop Assistants will report to the Workshop Coordinator and the Curator. They will aid the Coordinator with the preparation and implementation of a series of workshops featuring traditional Anishinaabe technologies used over thousands of years. The majority of work hours will take place over the weekend every two to four weeks over the course of one year. Each assistant will be responsible for helping with five different workshop types. One to three Workshop Assistants will be hired on a part-time, casual basis and will work an average of 25 hours per month. The hours will fluctuate from 11 hours up to 60 hours a month depending on the number of organized workshops. These positions will run between May 2019 until May 2020 with an hourly wage of \$14.00/hour.

Job Duties:

- Help prepare materials and supplies for a number of different workshops.
- Assist workshop instructors as needed.
- Be willing and able to learn new skills.

Position Requirements:

- Must be between 14-18 years of age.
- Must be willing and able to learn new skills.
- Must have basic computer skills (at a minimum). Experience or proficiency in Microsoft Office programs or Macintosh products is an asset.
- Familiarity with photo-editing software is an asset.
- Ability to meet the physical demands of the job.

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 valid driver's license and access to a vehicle or ability to find alternate means of transportation.

Notice: All employees of KNCWN and Rainy River First Nations are subject to random drug testing.



Please apply in writing by 4:00 PM on April 26th, 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.

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