



Rainy River First Nations

Invites applications for the position of

Workshop Coordinator

Job Description:

The Workshop Coordinator will report to the Curator and will be responsible for overseeing the organization and implementation of a series of programming workshops over the course of twelve months. All workshops will take place on KNCWN grounds and will feature 15 different types of traditional Anishinaabe technologies used over thousands of years. This position is a temporary, full-time (35 hours a week) position beginning May 6, 2019 until May 15, 2020, with an hourly wage of \$19.00/hour.

Job Duties:

- Coordinate purchase of all supplies needed for workshops.
- Oversee and coordinate registration and necessary staff scheduling.
- Instruct workshops or oversee and assist guest instructors.
- Direct rotating roster of youth assistants.
- Communicate, organize, and facilitate travel arrangement with guest instructors.
- Be willing and able to learn new skills.
- Complete administrative and analytical duties as required.
- Provide progress reports and/or presentations as requested.
- Monitor and maintain a safe work area.

Position Requirements:

- Experience with project management and public speaking is an asset.
- Must be willing and able to learn new skills in short time periods.
- Must be comfortable with public speaking.
- Familiarity with Anishinaabe culture and the history of Northwestern Ontario is an asset.
- Detail-oriented and ability to accurately record information.
- Demonstrated ability to work with minimal supervision and function as part of a team.
- Strong computer skills including proficiency in data entry and experience with Microsoft office programs and Macintosh products.
- Ability to meet the physical demands of the position.

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 Friday, July 26, 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
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](tel:(807)482-2479).

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

This project is funded in part by the Government of Canada.