



RAINY RIVER FIRST NATIONS

We are seeking a hardworking and reliable individual to join our team as an
PROGRAMMING ASSISTANT

The purpose of this position is to assist in the implementation of all educational programming activities and initiatives at Kay-Nah-Chi-Wah-Nung Historical Centre. The Programming Assistant will report directly to Education Programming Coordinator.

This is a **Temporary full-time** position from January 2022 to 31 March 2022 with the possibilities of extension.

The successful candidate will be responsible to:

- Implement new and current programming activities.
- Conduct programming, including workshops and tours; and assist guest instructors.
- Train and supervise volunteers.
- Coordinate group bookings, workshop registrations.
- Coordinate purchase of all supplies needed for workshops and programming activities.
- Assist with marketing activities.
- Complete administrative and analytical duties as required.
- Provide progress reports and/or presentations as requested.
- Monitor and maintain a safe work area.

Education and Experience:

- Diploma in Education, Museum Studies, Native or Indigenous Studies, Community Services, History or equivalent combination of education and experience.
- Experience in a supervisory position an asset.
- Knowledge of Indigenous culture & Rainy River First Nations desired.

Necessary Knowledge, Skills and Abilities:

- Experience with public speaking.
- Strong customer service skills.
- Develops and maintains effective relationships with staff, partners, and the public.
- Must be willing and able to learn new skills in short time periods.
- 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.
- Ability to meet the physical demands of the position, some heavy lifting may be required.

What You Need to Know:

- Must be able to provide a current Criminal Record Check satisfactory to Rainy River First Nations.
- Must be in compliance with Rainy River First Nations Drug Testing Policy.
- Must have the ability to work flexible hours, which may include evenings and weekends.
- Must have a valid driver's license and access to a vehicle or reliable means of transportation to and from work location.

Please apply through email or in person by 4:00 pm on Friday, December 10, 2021. Application must include a cover letter, current resume, three (3) employment references (from current or recent supervisor is preferable) with permission to contact these references.

How to apply:

Please submit application to:

Rainy River First Nations
P.O. Box 450
Emo, On P0W 1E0
Email: jobs@rrfns.com

We thank all applicants. Only those selected for an interview will be contacted.

The Rainy River First Nations is an equal opportunity employer. Accommodation is available for applicants with disabilities in the recruitment process upon request.