

**KENJGEWIN TEG IS RECRUITING  
FOR SPECIAL PROJECT ASSISTANT  
DECEMBER 2018 TO MARCH 31, 2019  
SECOND POSTING**

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Kenjgewin Teg is dedicated to life-long learning by providing an Anishinaabewin community based-approach to education, training and business support services and opportunities. Kenjgewin Teg continuously strives to nurture confident, resilient learners who are culturally grounded in personal identity and who are active participants engaged in their own learning with high aspirations in becoming a good citizen of Mother Earth ... living a good life.

We are currently recruiting for an individual who is prepared to be consistent and have a genuine dedication to all students and community members and who has a goal to be a part of a team that utilizes innovative approaches to make things happen for our students, community and Nation. The individual will join our team as an energetic, committed, creative, and respectful employee from December 2018 to March 31, 2019 for the following position:

**Special Project Assistant:**

**Salary:** \$20.00 per hour x 37.5 hours week

**Position Objective:** The Special Project Assistant will work under the supervision of the Director of Operations and be primarily responsible to assist in the planning and implementation of special events hosted by Kenjgewin Teg including, but not limited to, the Career Fair, Anishinaabe Aadziwin activities, Anishinabek Skills, Research and Innovation Centre Grand Opening, Winter and Spring Open House, and event take-down. The Special Project Assistant will collaborate with department staff in the event planning stages and align with the program/event requirements of different settings including assisting with the coordination of training opportunities. Additional responsibilities will include assisting with data collection and inputting research initiatives, assist all departments with administrative tasks as required, and perform clerical duties as needed. The Special Project Assistant will be flexible to work occasional evening or weekend shifts as needed.

**Qualifications:**

- Applicants must be under the age of 30 to be eligible, out of school, or unemployed/underemployed
- Must be First Nation, Metis or Inuit
- Ability to work with minimal supervision and within a team environment
- Good communication skills
- Good customer service skills
- Strong attention to detail
- Experience in planning events would be considered an asset
- Possession of a valid driver's license and access to a vehicle is considered an asset

To learn more about this employment opportunity, please contact the Director of Operations at 705-377-4342 or by email at [BrendaFrancis@kenjgewinteg.ca](mailto:BrendaFrancis@kenjgewinteg.ca).

**Deadline: Friday November 30, 2018 at 12 noon**

**Interested individuals can send a complete application package that consists of:**

Cover letter, a detailed resume, three (3) current (within one year) letters of reference, and written permission to contact references. Please note that the successful candidate will be required to provide a current Vulnerable Sector Check.

Applications can be received marked confidential through mail, fax or dropped off in-person to:

Kenjgewin Teg  
"Special Project Assistant"  
c/o Director of Operations  
374 Hwy. 551, P.O. Box 328, M'Chigeeng First Nation, ON P0P 1G0  
Tel: 705-377-4342 Fax: 705-377-4379



**Please note:** Kenjgewin Teg has taken steps to ensure that the organization is inclusive and partnership with the school community. This includes the shared practice of First Nation tradition of smudging.

**Please note:** Kenjgewin Teg's Fitness for Duty Program is implemented which is designed to promote the development and maintenance of the highest possible levels of worker health and safety in an efficient and productive workplace.

**Please Note:** Late applications will not be considered. While we thank all applicants, only those applicants selected for an interview will be contacted. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom Of Information (F.O.I.) And Protection Of Privacy Act, 1987.