



JOB OPPORTUNITY

Kiikenomaga Kikenjigewen Employment and Training Services is looking for a dynamic, qualified, and committed individual for the following position:

MAM Administrative Assistant Summer Student

Background:

KKETS provides culturally appropriate education, training, and employment opportunities by providing professional advisory, support services, relevant systems, and programs that empower individuals to take initiative for change in their own lives. The Mawachintoon Anishnawbe Miijim (MAM) aims to improve access to country and traditional foods by increasing food sharing, increasing the number of harvesters in the community, improving knowledge sharing between existing and new harvesters, and learning and knowledge sharing within the community.

Position Summary: Under the supervision of the Director of M.A.M., the Administrative Assistant will provide administrative support to the Mawachintoon Anishnawbe Miijim (M.A.M.) project team, including support to the Anishnaabemowin Wiichiwaywin project team.

Preferred Qualifications and Experience:

The ideal applicant will have:

- Relevant educational background or equivalency would be considered an asset. Experience working within Aboriginal communities or with Aboriginal clients is an asset.
- Strong written and verbal communication skills with the ability to write reports.
- Knowledge of traditional harvesting.
- Some computer software knowledge, including e-mail, word-processing, database, and spreadsheet software.
- Knowledge of and commitment to the services provided by KKETS.
- The ability to speak Cree, Oji-Cree, or Ojibwe is an asset.
- Knowledge of the people, culture, and history of the Matawa communities and KKETS.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.

Deadline: May 16, 2025 @ 4:00 PM EST

Term: 8 weeks during summer months

Remuneration: \$20/hr

Please submit a cover letter with a resume and three employer references to:

Kiikenomaga Kikenjigewen Employment and Training Services

Jacqueline Gagnon, Administrative Assistant

RE: M.A.M. Administrative Assistant JOB POSTING COMPETITION

Or Fax to: (807) 768-4471

Or Email to: jgagnon@matawa.on.ca

We thank all who are interested. However, only those candidates selected for an interview will be notified.