



JOB OPPORTUNITY

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

MAM Warehouse Clerk Summer Student 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 Anishnabe 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 MAM Food Procurement & Logistics Officer, the Warehouse Clerk Summer Student will have a unique opportunity to gain valuable work experience in our Warehouse department in food and harvesting equipment distribution.

Preferred Qualifications and Experience:

The ideal applicant will have:

- Assist with reviewing, creating, and updating the purchasing/ordering requests.
- Assist with the implementation of food location strategy in the warehouse/yard
- Assist with developing documents to align with the food location strategy
- Assist with organizing, distributing, and delivering food and harvesting supplies to communities
- Assist with creating and maintaining partnerships with food organizations
- 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.