



# Employment Opportunity

Position: **Education Support Assistant**  
Status: Full-time Contract  
Opening Date: October 9, 2020  
Location: Thunder Bay, ON

Posting Reference #: NTC 20201006 - ESA  
Contract End Date: March 31, 2021  
Closing Date: October 23, 2020  
Hourly Rate: \$25.00/hr

The Nokiiwin Tribal Council is a not for profit organization that provides advisory services to member First Nation communities within the Robinson Superior Treaty area. Nokiiwin is seeking an experienced, knowledgeable, self-motivated Education Support Assistant.

Nokiiwin Tribal Council has prioritized life-long learning in their most recent strategic plan. The Education Support Assistant will work with the Education Manager and Education Navigator to deliver Nokiiwin's education programs and build capacity in our communities in the area of lifelong learning.

The Education Support Assistant will provide logistical support to Nokiiwin education events and general administrative support to all education activities. The Education Support Assistant will also be the main staff member for the Student Nutrition Program and the Aboriginal Languages Initiative. The Education Support Assistant will work out of the Nokiiwin office in Thunder Bay.

## **KEY RESPONSIBILITIES:**

- Communicate and promote the work of the Nokiiwin education department to communities and other groups
- Supervise community events such as Nokiiwin Nights and Student Nutritional Program
- Provide scheduling and booking support around education events
- Assist as required in carrying out the activities of the Structural Readiness program and the Regional Education Agreements Development program
- Assist in completing quarterly and annual reports
- Supervise Aboriginal language classes held in Thunder Bay and any language camps or cafes
- Collect statistics necessary to complete program reporting
- Participates in strategic planning process
- Participates in unit meetings as required
- Participates in training and staff meetings

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent required, post-secondary education in a relevant field is an asset
- Excellent communication skills and ability to work with members of the public
- Experience working in an office environment
- Ability to accurately fill out reports and track activities
- Strong organization, communications, time management, and problem-solving skills
- Must be computer literate in MS Office
- Valid Driver's License and current satisfactory Criminal Reference Check is required
- Ability to travel and work with Nokiiwin member communities
- Fluency in Anishinaabemowin, knowledge and appreciation of Anishinaabek culture and heritage are assets

Please send your cover letter, resume, and 3 work-related references by:

**4:00 p.m. Tuesday October 23, 2020 to:**

**Human Resources, Nokiiwin Tribal Council**

384 Fort William Road, Thunder Bay, ON, P7B 2Z3

E-mail: [hiring@nokiiwin.com](mailto:hiring@nokiiwin.com)

Fax : (807) 474.4238

*Only candidates who meet the qualifications and are granted an interview will be contacted.*

*Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

