



**KEEWAYTINOOK OKIMAKANAK SECONDARY
STUDENT SERVICES (KOSSS)**

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**Keewaytinook Okimakanak Secondary Student Services
Seven Youth Inquest Program Assistant**

Keewaytinook Okimakanak Secondary Student Services is looking to hire one (1) Seven Youth Inquest Program Assistant that will be based in Thunder Bay. This position will begin as soon as possible. The Seven Youth Inquest Program Assistant would work with the Inquest Coordinator and provide administrative support.

Upon completion of the Seven Youth Inquest in 2016, there were 145 recommendations delivered from the Coroner's Office to several different parties, including Keewaytinook Okimakanak (KO). The 22 recommendations KO received were reviewed and accepted for implementation into current KOSSS programming that would ensure a sound Circle of Care for each of the students within the program.

Duties and Responsibilities:

1. Complete cheque requisitions, purchase order requests, and travel requests.
2. Purchase of supplies and shipment of items to communities.
3. Book meeting rooms, order catering, and take minutes as directed.
4. Revise and format documents as requested by the Inquest Coordinator.
5. Maintain a filing system for all Inquest related/tasked projects.
6. Other duties that will be assigned by the Inquest Coordinator and/or KOSSS Manager.

Qualifications:

- Related administrative work experience
- College Diploma or Equivalent Experience and training
- Ability to speak one of the local dialects is an asset
- Strong Interpersonal Skills
- Valid Class G Driver's License
- Must be willing to provide a police criminal background check
- Able to work effectively with others
- Ability to work independently
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations
- Willing to travel to the KO communities: Deer Lake, Fort Severn, Keewaywin, McDowell Lake, North Spirit Lake and Poplar Hill

Salary will be based on a combination of qualifications and experience.

Deadline for the above Position is: Until position filled.

Please email resumes: francinemckenzie@edu.knet.ca / henryowusu@knet.ca