

# KEEWAYTINOOK OKIMAKANAK BOARD OF EDUCATION



**Box 274, Balmertown, ON P0V 1C0**  
**Tel: 807 737 5671**  
**Fax: 807 735 3392**  
**[www.koeducation.ca](http://www.koeducation.ca)**

## **Seven Youth Inquest Assistant One Full-Time Position with Benefits**

Keewaytinook Okimakanak Board of Education is looking to hire one (1) Seven Youth Inquest Assistant that will be based in Thunder Bay. This position is available immediately.

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). KO is responsible for implementing 22 Inquest recommendations within our programming and protocols, while also tracking and analysing the implementation of recommendations that were directed to Canada, Ontario, and other non-Indigenous partners.

The Inquest Assistant will provide day-to day support to the Inquest Manager, and as directed to the Safe Sober Site Leads and all Inquest Staff. The Inquest Assistant will be a key component in developing a team approach in completing administrative tasks, providing frontline student support, and in implementing new programming, protocols as approved by the KOBE Board of Directors.

### **Qualifications:**

- College Diploma in Office/Business Administration or equivalent experience and training
- Ability to speak one of the local dialects is an asset
- Strong Interpersonal Skills and to work independently
- Valid Class G Driver's License
- Must be willing to provide a Vulnerable Sector Check
- Ability to work effectively with others
- Excellent organizational and planning skills
- Excellent time management skills and multi-tasking ability
- Computer literacy and knowledge, with strong proficiency in Microsoft Office applications
- Willing to travel to the KO communities: Deer Lake, Fort Severn, Keewaywin, McDowell Lake, North Spirit Lake and Poplar Hill

### **Duties and Responsibilities:**

1. To provide administrative support services to the Inquest Manager, Safe Sober Site Leads, and the KOBE Director of Education, as required.
2. To prioritize activities assigned and coordinate information with respective staff.
3. To draft and distribute correspondence for the Inquest Manager.
4. Organize meetings and/or training for various group sizes.
5. Coordinate and support all tasks related to administering the Seventh Generation Memorial Scholarship.
6. Other duties as assigned by the Inquest Manager or KOBE Director of Education.

**Salary will be based on a combination of qualifications and experience.**  
**Deadline for the above Position is: Until position filled.**

Please email resumes: [resumes@edu.knet.ca](mailto:resumes@edu.knet.ca) and [francinemckenzie@edu.knet.ca](mailto:francinemckenzie@edu.knet.ca)