



Shooneyaa Wa-Biitong Summer Employment Opportunity

Assistant Program Officer – Kenora Office

Full-time - 37.5 hours/week, Monday – Friday

Fixed Term: 8-10 weeks – June - August 2026

Hourly Rate of Pay: \$20.16 – \$24.72/hour

Position Overview:

The **Assistant Program Officer** will provide administrative support for the Head Office Program Officers of Shooneyaa Wa-Biitong, assisting with client monitoring both on and off reserve, maintaining and updating community resources, collecting and managing client data, researching training and employment opportunities, supporting community outreach initiatives and information booths, and collaborating as an active team member under the supervision of the Programs and Services Manager and Executive Director. Responsibilities also include occasional travel to surrounding First Nation communities.

Core Responsibilities:

- Team Collaboration and Program Assistance
- Client Support and Communication
- Confidentiality and Professionalism

Qualifications:

- Treaty #3 Area Youth (up to age 29)
- Post-secondary student returning to school in the fall of 2026 is preferred but not necessary
- An interest and/or field of study in community development, HR Management or a related discipline
- Must have excellent communication skills both written and verbal
- Excellent organizational skills with the ability to multitask and meet deadlines
- Efficient computer skills MS Office 365
- Knowledge of Treaty #3 area, Anishinaabe culture and traditions
- The ability to speak and/or understand Anishinaabemowin is an asset
- Previous experience working in an Indigenous organization is an asset
- Drivers Licence and access to a vehicle is an asset

Application Instructions: Please submit your cover letter, resume and three (3) references with permission to contact to:

Melanie McPherson, Administration Lead, Shooneyaa Wa-Biitong

email: melanie.mcpherson@shooneyaa.org

Subject Line: Summer Program Intern - Kenora

This position is open until a suitable candidate is selected. We thank all applicants but only those selected for an interview will be contacted. Interviews are in person only.

“Trained Anishinaabeg Working Toward a Strong Treaty #3 Nation”