

Job Posting - Online Scheduler

Keewatinook Okimakanak Research Institute (KORI)
Location: KO Office Thunder Bay **Term Position:** 10 weeks

Key Responsibilities

Schedule online video conference activities including: meetings, workshops and conferences. Post news, photos and updates to KORI's website. Navigate government websites to collect proposal guidelines and complete online forms. Coordinate office activities and assist with faxing, photocopying, mail and filing. Assist the KORI team with other duties as required. Funded in part by HRSDC.

Qualifications

1. Must be enrolled in high school or secondary & intend to return to school full-time.
2. Demonstrated knowledge of Aboriginal governance, processes and procedures.
3. Knowledge of online applications and ability to learn basic web posting skills.
4. Excellent verbal and written communication skills.
5. Ability to work under minimal supervision.
6. Knowledge of Microsoft & Wordperfect Suites
7. Ability to speak Oji-Cree, Ojibway or Cree is an asset.

Please submit a resume and covering letter to:

Brian Walmark

Director of Keewatinook Okimakanak Research Institute

216 S. Algoma St. Thunder Bay, Ontario P7B 3C2

Email: brian.walmark@knet.ca

Deadline:

May 16, 2008

For information about KO and the Research Institute, visit www.knet.ca.