



BIIGTIGONG
NISHNAABEG

Summer Student Employment Opportunity

Artisan Online Store Assistant (1)

Biigtigong Nishnaabeg invites students up to 30 years of age and returning in the fall to apply.

Under the Supervision of the Economic Development Officer and the Summer Student Supervisor will be responsible for:

- Assist in drafting and reviewing a survey for Biigtigong Nishnaabeg artisans;
- Assist in developing, implementing and measuring the effectiveness of an online store, likely with the Spotify platform;
- Assist in collecting products, photographing and shipping them when sold online;
- Assist in the development and coordination of a communication strategy, policy to identify improved means of communication and effectively engage the Biigtigong Nishnaabeg membership;
- Build and maintain relationships with various local and national media outlets for distribution of media releases;
- Assist with conducting research;
- Involve elders and youth for guidance and direction;
- Collaborate and take direction from Summer Student Supervisor and Riley Kucheran;
- Other duties as assigned;

Requirements:

- Ability to work remotely;
- Creativity and capability to put ideas together;
- Knowledge and understanding of Indigenous culture and values;
- Must have strong spoken and written communication skills;
- Must have the ability to follow instructions, work as part of a team or independently;
- Willingness to learn, take on new challenges, and interpersonal skills;
- Positive attitude and ability to interact and engage with staff, public and community;
- Great organizational, time management and multi-tasking skills;
- Proficient use of technology such as internet and equipment;
- Ability to use Microsoft and Google platforms;
- Ability to publishing and design programs an asset;

All applicants will be required to submit a resume and cover letter, transcripts, student information form, consent to release of information form, and verification of returning to school. (All forms can be found at www.picriver.com)

All Applications must be emailed to russell.twance@picriver.com by June 18th @ 12PM
Only those that submit ALL required information will be contacted for an interview

Biigtigong Nishnaabeg