



ANISHINAABEG OF KABAPIKOTAWANGAG RESOURCE COUNCIL INC.

P.O. BOX 237, SIOUX NARROWS, ONTARIO POX 1N0
Telephone: (807) 226-4445 • Facsimile: (807) 226-4459

MUSK-KOSIMINIZIIBING • NORTHWEST ANGLE #33 • ANIMAKEE WA ZHING #37 • OJIBWAYS OF ONIGAMING • WAUZHU SHK ONIGUM

Position Title: Summer Student – Administrative & Program Support

Organization: Anishinaabeg of Kabapikotawangag Resource Council (AKRC)

Location: AKRC Main Office, 505 Kavanaugh Rd., Sioux Narrows

Employment Type: Summer Student Hours (7.5 hrs/day, 4 days a week for 6 weeks), \$18/hr

Anticipated Start Date: July 13, 2026 to August 20, 2026

About AKRC

The Anishinaabeg of Kabapikotawangag Resource Council (AKRC) supports member First Nations through program coordination, cultural initiatives, education support, governance, and community development. We deliver services that uplift youth, families, and communities throughout the region.

Position Summary

AKRC is seeking a motivated Summer Student to support our administrative, cultural, and community programming throughout the summer months. The successful candidate will assist AKRC staff with event planning, office operations, youth programming, and communications tasks.

Key Responsibilities

- Assist with program and event planning (cultural camps, youth gatherings, workshops, etc.)
 - Provide general office administrative support (printing, filing, reception, data entry)
 - Help prepare materials for community programs and outreach initiatives
 - Support communications such as posters, newsletters, and social media updates
 - Participate in team meetings and contribute ideas to youth and cultural programming
 - Assist with equipment setup, cleanup, and organization during events
 - Other duties as assigned
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Qualifications

- Must be a returning student in Fall 2026 (high school, college, or university)
- Strong communication and interpersonal skills
- Comfortable working with youth and community members
- Basic computer skills (Word, Excel, Email required; Canva is an asset)
- Reliable, responsible, and willing to learn
- Knowledge of Anishinaabe culture, language, and community values is an asset
- Must be legally eligible to work in Canada

Hours & Wage

- Summer Student Hours (7.5 hrs/day, 4 days a week for 6 weeks)
- Wage: \$18/hr

Application Process

Please submit the following to: Erlene Copenace, exec.assistant@akrc.on.ca

- Resume
- Cover Letter

Deadline to Apply: June 26, 2026

Preference

Preference may be given to Indigenous applicants and/or members of AKRC member First Nations, in accordance with applicable policies and funding requirements.