



RAINY RIVER FIRST NATIONS
is seeking one personable and outgoing individual to join our team as
SALES & DISTRIBUTION COORINDATOR
(1 Temporary, Part-Time Position)

Reporting to the Manager at Kay-Nah-Chi-Wah-Nung, the Sales & Distribution Coordinator will be responsible for the marketing, sales, and distribution of the book, *Manidoo Ziibi: The Rainy River Tells its Story*. This is a temporary, part-time position requiring 10 hours of work per week for a period of 34 weeks.

The successful candidate will be responsible to:

- Familiarize themselves with the book and the people and places it represents.
- Create and oversee all book related marketing, including newspaper ads, social media posts, and more.
- Contact a variety of local businesses and organizations regarding the sales of the book.
- Oversee sales and distribution of the book, including creating and distributing invoices, tracking sales, monitoring inventory and more.
- Complete administrative and analytical duties as required.
- Provide progress reports and/or presentations as requested.
- Monitor and maintain a safe work area.

Education and Experience:

- Minimum Grade 12.
- Minimum 1 year dealing with the public.
- Post-secondary degree or diploma in Education, Museum Studies, Native or Indigenous Studies, History, Retail Management, Business Administration or equivalent combination of education and experience is desired.
- Knowledge of Indigenous culture & Rainy River First Nations desired.

Necessary Skills and Abilities:

- Develops and maintains effective relationships with staff, partners, and the public.
- Must be willing and able to learn new skills in short time periods.
- Detail-oriented and ability to accurately record information.
- Must be willing to work evenings and weekends.
- Demonstrated ability to work with minimal supervision and function as part of a team.
- Strong computer skills including proficiency in data entry and experience with Microsoft office programs and Macintosh products.
- Ability to meet the physical demands of the position, some heavy lifting may be required.

Working Conditions:

- Must adhere to the Rainy River First Nations' drug testing policy.
- Must possess a valid driver' license and clean abstract, access to a vehicle or ability to find alternate means of transportation.
- Must provide a criminal reference check.
- Must sign and abide by the Oath of Confidentiality.
- Must be open to continuous learning and professional development.

340 Ross Road, Box 100
Stratton, ON, P0W 1N0 Canada



P. 1.807.483.1163 | F. 1.807.483.1263
E. mounds.rrfn@bellnet.ca

Please apply in writing by **4:00 PM on Friday, July 30th, 2021**. Applications must include a cover letter, current resume, two (2) employment related references (two of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to:

Rainy River First Nations
P.O. Box 450
Emo, On P0W 1E0
Email: jobs@rrfns.com

For further information, please contact Kayleigh Speirs at (807) 483-1163.

We thank all applicants but only those invited for an interview will be contacted.