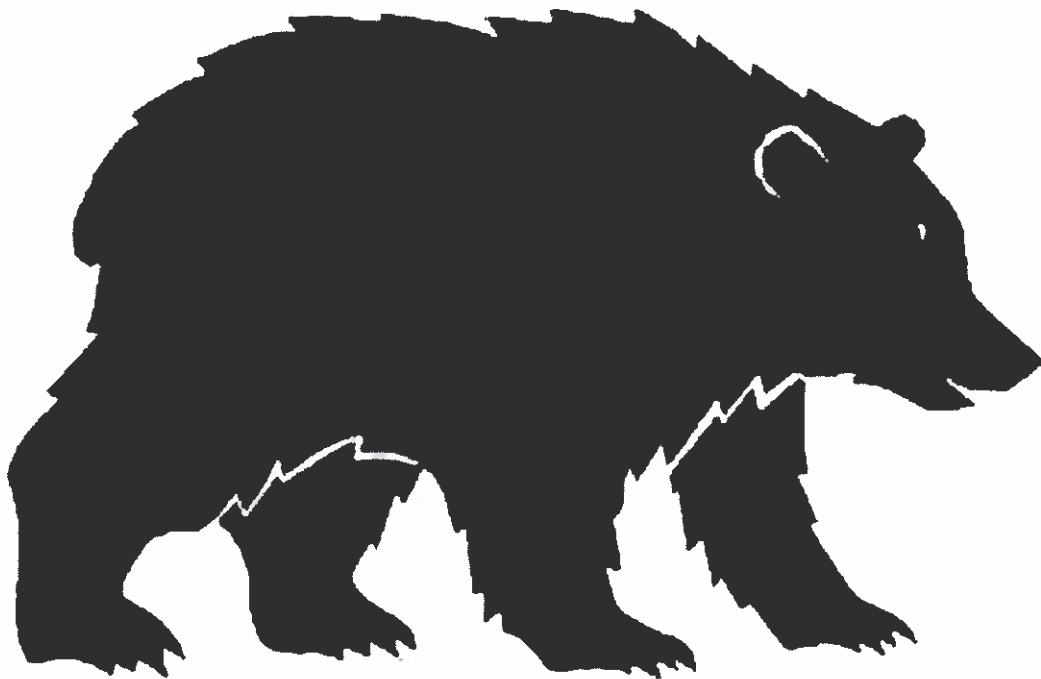


COMMUNITY

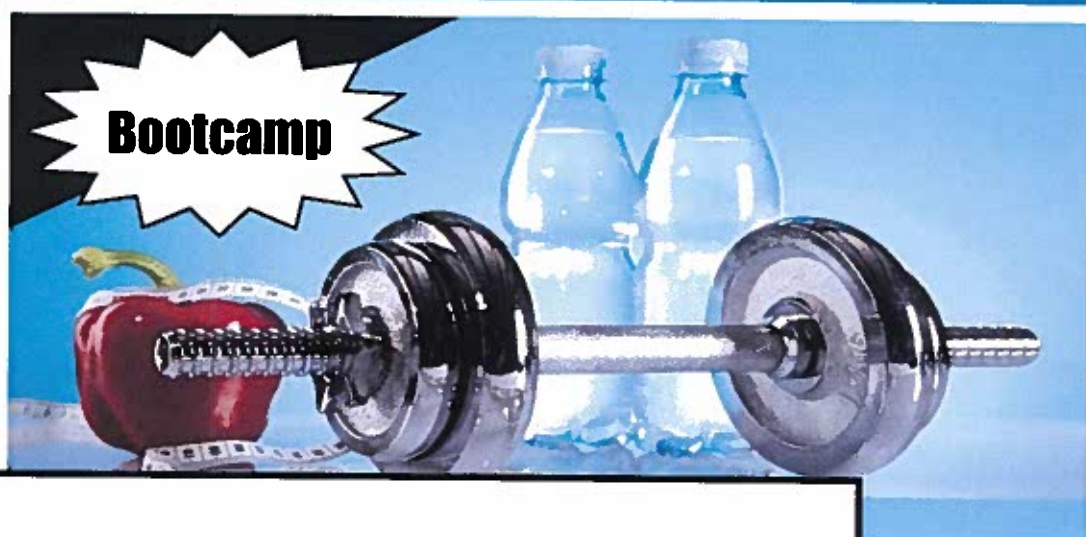
NOTICE



Monday

July 25, 2016

85p



Bootcamp

RENEW YOUR HEALTH

Seniors Fitness Group starts **11 am–12 pm**

Fitness Classes with healthy lifestyle information

July 28, 2016 (Thursday)

Red Gut Bay Gym (Every 2nd Thursday for 5 more weeks)

In partnership with the Health Access Center

LIGHT LUNCH WILL BE SERVED

If you have any questions, please call us a Health Station

Community Summer Trip 2016

NIGIGOONSIMINIKAANING FIRST NATION

August 23-26th 2016

Minneapolis. Minnesota USA

Nigigoonsiminikaaning First Nation will be travelling to Minneapolis MN for our Annual summer trip

August 23rd Travel Day
August 24th VALLEYFAIR
August 25th Minnesota State Zoo
August 26th travel home

Please sign up and/or drop off registration forms with Lyndsay at the Front Reception

\$100 required non- refundable deposit to secure your spot. Registration and payment due by Friday August 12th 2016

Please direct questions, concerns to Sue Boshey or Justin Perreault ☺



Nigigoonsiminikaaning First Nation

Community Summer Trip 2016

NIGIGOONSIMINIKAANING FIRST NATION

August 23-26th 2016

Minneapolis. Minnesota USA

Sign Up Sheet

Family Name _____

Name	Health Card	Date of Birth	Bus
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please include whether you will be travelling the bus. Insurance coverage is required, please identify if you have your own.

Notice Delivery Courier



We are currently looking for an energetic, **courteous** individual(s) to deliver notices in the community. Please drop off your letter of interest at the Band Office by

Friday July 29th, 2016

Miigwech!!



Indigenous Student Guidance Counsellor

INTERNAL POSTING

POSITION DESCRIPTION:

To provide guidance and academic planning for Anishinaabe Students who attend Fort Frances High School. To be a team member who works effectively within the guidance office and student services within the school.

The successful candidate must have excellent interpersonal and communications skills. The Indigenous Student Guidance Counsellor will be addressing student questions, focusing on areas of difficulty or challenge.

LOCATION: FORT FRANCES HIGH SCHOOL

QUALIFICATIONS AND SKILLS REQUIREMENTS:

- 1) Post-Secondary Education at a college of university level, preferred.
- 2) A caring and compassionate attitude in dealing with student problems.
- 3) Three (3) years of counselling, preferred.
- 4) Familiarity with Anishinaabe traditions, customs and values, preferred.
- 5) Fluency in Anishinaabe Language; preferred.

SUPERVISOR: Vice Principal – Fort Frances High School

JOB DESCRIPTION: Available upon request

SALARY: Related to education and experience.

DEADLINE FOR APPLICATIONS: 12:00 p.m. August 5, 2016

Please forward cover letter and resume to:

Personnel Committee

Seven Generations Education Institute

1455 Idylwild Drive,

P.O. Box 297

Fort Frances, Ontario

P9A 3M3

Phone (807) 274-2796 or fax (807) 274-8761

Or [e-mail-michellea@7generations.org](mailto:michellea@7generations.org)

We would like to thank those who have applied but only those individuals selected for an interview will be contacted.

POSITION SPECIFICATION

POSITION TITLE: EXECUTIVE ASSISTANT, Rainy River Project

LOCATION: Do you want to be part of the development and start-up of one of Canada's premier mining operations? We are looking for dynamic individuals to join our team and live in our community as we pursue this exciting project. The Rainy River Project, located 65 km northwest of Fort Frances, ON, contemplates a combined open pit and underground mine, processing 21,000 tonnes per day.

POSITION SCOPE: You will provide administrative support to the General Manager and Senior Leadership Team at a senior level, ensuring the efficient operation of the office and related activities.

This position will be located at the project site, north of Blackhawk. The regular office hours are Monday to Friday from 8:00AM – 4:30PM.

- RESPONSIBILITIES:**
- Maintain organization of the office and coordinate all communications***
 - Prepare PowerPoint presentations and reports for meetings and conferences.
 - Produce, arrange and distribute presentation material.
 - Arrange meetings and conference calls.
 - Set up and maintain effective filing systems organizing categories and data.
 - Manage records, appointments, upcoming events and calendars of activities.
 - Conduct out research as requested.
 - Provide administrative support to the General Manager and Senior Leadership Team***
 - Manage the daily schedules, ensuring the most effective use of time.
 - Take minutes at meetings and create action plans.
 - Prioritize assignments.
 - Perform routine tasks on behalf of the General Manager and Senior Leadership Team.
 - Prepare, maintain and safeguard the confidentiality of office files.
 - Assist with daily responsibilities and personal requirements as requested.
 - Prepare itineraries for trips and large meetings.
 - Reschedule appointments when necessary.
 - Ensure quality of all communications for the General Manager and Senior Leadership Team***
 - Ensure accuracy when composing, formatting and editing important documents such as letters, confidential reports, inter-office communications, memos, and other corporate correspondence,

- Ensure all communication documents are formatted correctly, have proper attachments and spelling, punctuation, and grammar are correct.
- Work with the manager's direct reports and others throughout the organization on all projects and requests.
- Act as an intermediary with internal and external contacts on their behalf.
- Respond to or redirect phone calls.
- Reply to information requests for materials.

KNOWLEDGE, SKILLS & ABILITIES:

- High School Diploma or GED preferred but not essential
- Diploma or Certificate in Business Administration preferred
- Proficient in Microsoft Office – Word, Outlook and advanced knowledge of Excel, Powerpoint, and Viseo
- 5 years of experience in administrative roles supporting senior-level management preferred
- Excellent organizational skills – detail oriented
- Excellent multi-tasking skills – able to prioritize
- Analytical thinking skills
- Exceptional interpersonal skills
- Team player
- Takes initiative and ownership for work
- Excellent verbal and written communication skills
- Ability to work under pressure and produce high quality work within time constraints.

COMPENSATION:

A competitive salary, performance bonus plan, and benefits, will be provided.

DEADLINE FOR APPLICATIONS

Thursday, May 21, 2015 at 4:30PM

HOW TO APPLY:

Please apply by completing the online Job Application Form and by attaching your Cover Letter and Resume.

The online Job Application Form can be found at:

<http://newgold.com/rrcareers>