



# KAINAI BOARD OF EDUCATION EMPLOYMENT OPPORTUNITIES

The Kainai Board of Education (KBE) is located on a First Nation Reserve located in the southern part of Alberta. The KBE carries out the operations and functions for the delegation of education services from Headstart to Grade 12 within the Kainai community. Having adopted Kainaysinni, the Declaration of the Elders of Kainai, the KBE is committed to excellence in education for the members of Kainai.

## **1. Saipoyi Head Start**

### **Custodian = (1) Position - Term Ending June 30, 2021**

- High school designation or its equivalent with 2 years' experience in Commercial/Industrial Practices.
- A building maintenance/custodial certificate would be an asset.

## **2. Board Office**

### **Communications Officer (1) Term ending: January 2022**

- Bachelor's Degree in Communications, Journalism, or related field.
- Minimum of 2 years relevant experience in a communications role is an asset
- Excellent verbal, written, and interpersonal skills
- Good time management and organization skill

### **Application Package **MUST** Include:**

- Cover Letter
- Resume
- Three (3) Reference Letters
- Criminal Record Check and Vulnerable Sector Check (Current Within 3 Months)
- Intervention Services Information System Check (Current Within 3 Months)
- Class 5 Driver's License

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!** and **\*Faxed applications will not be accepted!**

**\*PLEASE NOTE** these positions will remain open until a suitable candidate is found. We wish to thank all applicants in advance for submitting applications; however only those selected for an interview will be contacted.

**Deadline: March 1, 2021 @ 4:30 p.m.**

### **Send Applications to:**

Kainai Board of Education  
Attention: Human Resources  
Box 240 Standoff, Alberta T0L1Y0 OR,  
By Email: [lydia.firstrider@kainaied.ca](mailto:lydia.firstrider@kainaied.ca)  
For Information call: (403) 737-3966 HR Department