

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY

Digital Resources Assistant

Contract Position 1 year

Position Summary

Serpent River First Nation is seeking a dependable, organized, and community-minded Digital Resources Assistant to support the daily operations of the Education & Library program. The Digital Resources Assistant will help maintain an inviting, literacy-rich space for students, staff, families, and community members by assisting with accessing various digital resources available. This position work schedule is 12:00 noon to 8:00 pm with flexibility dependent on community needs.

Key Responsibilities

- Assist students, staff, families, and community members with locating books, learning materials, reference resources, and technology-based resources.
- Check digital library materials in and out, issue library cards or borrower records, place holds and follow up on overdue items.
- Support technology inventory, record keeping, statistics, and the use of library software or databases.
- Assist with literacy activities, reading programs, displays, seasonal events, and library orientation for students and community users.
- Support classroom and school-based literacy initiatives in collaboration with Education staff, teachers, and program partners.
- Help maintain a welcoming, clean, safe, and culturally respectful library environment.
- Assist with identifying resource needs, recommending new materials, and supporting the development of collections that reflect First Nation culture, language, history, and community interests.
- Prepare reports, forms, notices, correspondence, and other administrative materials as required.
- Perform other related duties as assigned.

Qualifications and Requirements

- Eligible under the Indigenous Skills Employment Training Program (receiving EI, receiving OW, unemployed, underemployed)
- Minimum Grade 12 diploma or equivalent; post-secondary education in library studies, education, administration, or a related field is considered an asset.
- Experience working in a library, school, office, education, or community service setting is considered an asset.
- Strong organizational skills and attention to detail.
- Exceptional computer literacy, Microsoft Office, email, and the ability to learn library software or database systems.
- Good written and verbal communication skills.
- Ability to work respectfully with children, youth, Elders, families, staff, and community members.

- Ability to work flexible hours
- Ability to work independently and as part of a team with minimal supervision.
- Knowledge of, or willingness to learn about, Anishinaabe culture, language, history, and Serpent River First Nation community values.
- Valid Vulnerable Sector Check or ability to provide one prior to employment.
- First Aid/CPR certification is considered an asset.

Assets

- Experience supporting literacy programs, digital literacy programs, children's programming, community programming
- Familiarity with e-readers, book clubs, research skills
- Interest or familiarity with genealogy research.
- Understanding of Anishinaabemowin or willingness to learn.
- Ability to create welcoming displays, notices, and promotional materials for library programs and events.

Don't meet every qualification?

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources
195 Village Road, Cutler Ontario, P0P 1B0
Email: jobpostings@serpentriverfn.com
By: October 23, 2026

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted