

## WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



## EMPLOYMENT OPPORTUNITY LANGUAGE ARCHIVIST

**FT/PT Position:** 1 Full-Time Position Available (33 weeks)

**Location:** Wabigoon Lake Ojibway Nation, ON

**Reports To:** Language and Culture Lead

**Closing Date:** Open until Filled

**Summary:** The Language Archivist will work in collaboration with the Language Coordinator, various staff, community members, and external parties to create transcriptions, audio, and teaching materials as part of the Wabigoon Lake Ojibway Nation's Anishinaabemowin Language Preservation Project.

### Duties:

- Research, organize, and transcribe printed materials into the Anishinaabemowin Language.
- Develop and create teaching materials, such as booklets, guidebooks, audio and visual learning materials.
- Assist with the Anishinaabemowin language immersion camp(s).
- Digitize the Anishinaabemowin Language of fluent speakers.
- Create and maintain detailed record keeping of all documents, presentations, training materials, recordings, and work materials.
- Assist with the development of an Anishinaabemowin/English translation dictionary.
- Consult with various parties on behalf of Wabigoon Lake Ojibway Nation in regard to language preservation.
- Attend any required staff and community meetings as requested.
- Attend and complete any pre-employment and ongoing training as it relates to the position.
- Other relevant duties as assigned by the Language and Culture Lead.

### Qualifications:

- Strong working knowledge of the Anishinaabe culture, traditions, and way of life.
- Strong understanding of the Anishinaabemowin language required.
- Possess strong listening and typing skills.
- Working knowledge of audio tools and software.
- Knowledge of audio recording and editing equipment.
- Exceptional interpersonal and communication skills, both written and verbal.
- Ability to work effectively and build strong working relationships with various people, including staff, community members, Elders, youth, and other external parties.
- Proficiency in computer software programs, specifically Microsoft Office.
- Must possess a valid G class driver's license with access to a reliable vehicle.
- Excellent planning, problem-solving, and prioritization skills.
- Must possess excellent time management skills and be able to meet deadlines.
- Ability to work with minimal supervision.
- Ability to work successfully independently and as part of a team.
- Ability to maintain confidentiality and adhere to the code of ethics.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) to:

Applications can be submitted by e-mail, fax, or in-person to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

E-mail: [humanresources@wlon.ca](mailto:humanresources@wlon.ca)

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**