

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

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EMPLOYMENT OPPORTUNITY LANGUAGE COORDINATOR

FT/PT Position: 1 Full-Time Position Available

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Language and Culture Lead

Closing Date: open until filled

Summary: The Language Coordinator will work in collaboration with various staff, community members, and external parties to develop and implement a multi-year progressive Anishinaabemowin language plan that will be integrated as part of the Wabigoon Lake Ojibway Nation's Anishinaabemowin Adult Immersion Initiative and Language Preservation Project.

Duties:

- Create and implement the development and delivery of language activities.
- Coordinate and facilitate community meetings.
- Coordinate and facilitate community events both inside and outside of the community.
- Coordinate and facilitate language classes.
- Coordinate, facilitate, and manage the Anishinaabemowin language immersion camp(s).
- Champion the development of a multi-year curriculum plan for Anishinaabemowin language classes (which includes researching, strategies, and action plans).
- Digitize the spoken word of fluent speakers into a digital format.
- Work toward composing a short book series in Anishinaabemowin.
- Begin developing an online interactive resource.
- Maintain and safely store detailed record keeping of all documents, presentations, training materials, recordings, and work materials.
- Begin developing an Anishinaabemowin/English translation dictionary.
- Consult with various parties on behalf of Wabigoon Lake Ojibway Nation in regard to language preservation.
- Development of program work plans and complete and submit required reporting by the required deadlines as it pertains to the funding requirements.
- 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:

- Undergraduate degree in Anishinaabe/Indigenous Studies, Anishinaabemowin, or related discipline is an asset.
 - Strong working knowledge of the Anishinaabe culture, traditions, and way of life.
 - Strong understanding of the Anishinaabemowin language required.
 - Possess strong coordination and facilitation skills.
 - Ability to manage and organize large groups of individuals.
 - 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.
 - Must be able and willing to work flexible hours, including evenings and weekends.
 - Proficiency in computer software programs, specifically Microsoft Office.
 - Must possess a valid G class driver's license with access to a reliable vehicle.
 - Must be willing and able to travel as required.
 - Must be willing to work outdoors as required.
 - Excellent planning, problem-solving, and prioritization skills.
 - Detail-oriented with excellent organizational skills.
 - Must possess excellent time management skills and be able to meet required deadlines.
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- 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.org

**WE THANK ALL APPLICANTS FOR APPLYING; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW
WILL BE CONTACTED.**