

## 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 ASSISTANT

(7-MONTH CONTRACT)

**FT/PT Position:** 1 Full-Time Contract Position Available

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

**Reports To:** Language Coordinator

**Closing Date:** open until filled

**Summary:** Under the direction of the Language Coordinator, the Language Assistant will work in collaboration with various staff, community members, and external parties to assist in the development and implementation 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:

- Assist in the coordination of community meetings and community events.
- Assist in the coordination of bi-weekly language classes.
- Assist in the development of a multi-year curriculum plan for Anishinaabemowin language classes.
- Assist with the Anishinaabemowin language camp(s).
- Assist in the development of various Anishinaabemowin language resources.
- Assist with relevant administrative duties, such as copying, faxing, scanning, and e-mailing and record keeping.
- Attend any required staff and community meetings as requested.
- Attend and complete any pre-employment an ongoing training as it relates to the position.
- Other relevant duties as assigned by the Language Coordinator.

### Qualifications:

- Possess a secondary (Grade 12) diploma / G.E.D. or equivalent.
- Knowledge of the Anishinaabe language, culture, traditions, and way of life.
- Exceptional interpersonal and communication skills, both written and verbal.
- Ability to work effectively 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.
- Must be able and willing to work flexible hours, including evenings and weekends.
- Must be willing and able to travel as required.
- Must be willing to work outdoors as required.
- Ability to take direction.
- Excellent organizational and planning skills.
- Must possess excellent time management skills and be able to meet required deadlines.
- Ability to work successfully independently and as part of a team.
- Ability to maintain confidentiality and adhere to the code of ethics.
- Must possess a satisfactory Criminal Record Check with Vulnerable Sector.

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](mailto:humanresources@wlon.org)

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