

EMPLOYMENT OPPORTUNITY

POSITION:	Anishinaabe Language & Culture Coordinator
ORGANIZATION:	Shingwauk Kinooaage Gamig (Shingwauk Teaching Lodge)
REPORTS TO:	Director of Operations
TERM:	12 months contract position with potential renewal pending funding
SALARY:	Competitive salary as per Shingwauk Kinooaage Gamig's pay band

BRIEF OVERVIEW:

Shingwauk Kinooaage Gamig (SKG) is seeking an Anishinaabe Language & Culture Coordinator who has a passion for language and culture to support language and culture initiatives as per the strategic plan and language strategy that will aid in the restoration of Anishinaabemowin and Anishinaabe Aadiziwin (life-ways/culture).

KEY DUTIES AND RESPONSIBILITIES:

- Establish partnerships with key stakeholders to host and administer language, culture and land-based education initiatives, ceremonies, and events for SKG students, alumni, and community throughout the academic year.
- Assist in the coordination and development of language resources to support students and faculty. This may include coordinating with language support staff and faculty to provide hands-on language labs, organizing and purchasing language resources for library, establishing language related educational technology, developing in-class supports, and arranging elder/speaker one-on-one visits.
- Lead the commitment to create an immersion environment at SKG using Anishinaabemowin in day-to-day activities which may include immersion tables and gatherings, assisting with SKG educational tours, and community-based presentations, workshops, and conferences.
- Manage contracts, budgets, and projects to ensure they achieve established goals in a timely and cost-effective manner.
- Write funding proposals with respect to language, culture, reconciliation, and land-based activities.
- Coordinate and assist the SKG team with the development and implementation of policy, guidelines, briefings, communications, and presentations.
- Submit written reports on site visits, meetings, workshops, and conferences, contribute to professional newsletter submissions, and create event marketing posters.
- Perform other tasks, duties and functions as assigned by the Director of Operations.

KEY KNOWLEDGE AND SKILLS:

- Fluency of Anishinaabemowin and basic knowledge of Anishinaabe culture considered assets.
- Bachelor's degree in Anishinaabe/Indigenous Studies, Anishinaabemowin or related discipline and/or equivalent lived experience.
- Knowledge of Shingwauk Kinooaage Gamig's academic programming, services, philosophy, and policies.
- Extensive knowledge of the Baawaating Anishinaabe communities, peoples, and culture, including their leadership and cultural protocol.
- Strong coordination, facilitation and interpersonal skills that are demonstrated in a variety of community and partner contexts, including working with Elders, Knowledge Carriers, students, and Academics.
- Excellent written and verbal communication skills.
- Efficient in computer technology for presentations, meetings, and designing event postings.
- Exceptional planning, analytical, leadership, decision making, oral and written communication skills.

CONDITIONS OF EMPLOYMENT:

- Ability to travel as required.
- Ability to work evenings and some weekends.
- Must be able to provide CPIC, Vulnerable Persons Check upon hire.
- Current, valid Ontario's Driver's License

HOW TO APPLY:

Please submit a cover letter, resume and three (3) work related references to the attention of Dianne Roach, Director of Operations to careers@shingwauku.org by **Friday, December 22, 2023, at 4:00 p.m.**

Preference will be given to Indigenous applicants. Self-Identification is encouraged.