



# Employment Opportunity

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**Position:** Gaa-wiiji'itood Anishinaabemodaa Anokiiwin

**Location:** Niizhwaaching Aanikoobijigeng Gikinoo'amaadiwigamig, Fort Frances

**Start Date:** As soon as possible

**Wage:** Based on qualifications

**Deadline:** June 9, 2023

**Duration:** Full-Time

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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



**Email:**

Human Resources

[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Fax:**

Attn: Personnel Committee  
(807) 274-8761



**Mail:**

Attn: Personnel Committee  
Seven Generations Education  
Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6

Please direct any questions regarding this opportunity, please contact Human Resources at [human.resources@7generations.org](mailto:human.resources@7generations.org)

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request.



# Gaa-wiiji'itood Anishinaabemodaa Anokiiwin

## Job Description

### General description

The Gaa-wiiji'itood Anishinaabemodaa Anokiiwin (the one who helps the Anishinaabemodaa program) is the first point of contact for our partners and community. Providing administrative support and perform clerical duties for the Waking Up Ojibwe - Anishinaabemodaa initiative team. The Gaa-wiiji'itood Anishinaabemodaa Anokiiwin will support program needs by maintaining, monitoring, and updating program data and resources. Assist team members in the development, organization, and implementation of programming and meetings both on campus and in community. Having knowledge and understanding of cultural traditions and protocols will be essential to the role of the Gaa-wiiji'itood Anishinaabemodaa Anokiiwin.

### Qualifications and skills requirements

1. Two (2) year post-secondary certificate or diploma considered an asset.
2. Two (2) years experience in an office setting considered an asset.
3. Knowledge or fluency of Anishinaabemowin preferred.
4. Strong time Management skills, flexibility and ability to work within deadlines.
5. Excellent verbal and written communication skills is an asset.
6. Strong interpersonal skills and ability to build effective working relationships.
7. Experience with or willingness to learn data management and software programs.
8. Intermediate to advanced proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, and Publisher, Teams, Sharepoint), Zoom, preferred.
9. Willing to participate in ongoing learning, including Anishinaabemowin.
10. Resourcefulness, flexibility, adaptability, and organizational skillset.
11. Working knowledge of audio & video recording equipment is an asset.
12. Experience in curriculum design and resource development is an asset.

**Supervisor:** Gaa-niigaanishkang Anishinaabemodaa Anokiiwin  
(The one who represents the Anishinaabemodaa Initiative Team)

### Job duties/responsibilities

1. Work with Elders and Anishinaabemowin Speakers in all aspects of development.
2. As directed, assist in the preparation and delivery of programming and team meetings.
3. Provide administrative and clerical support to Anishinaabemodaa Team.
4. As directed, assist in creating outlines, plans, and track project progress, development, and outcomes.
5. Assist and maintain information and data within databases, program files, resources, and curriculum records in accordance with policies and procedures and applicable legislation.
6. Knowledge of a variety of computer software applications and online media to optimize communication of data and resources.
7. Assist in the development and implementation of organizational program goals.



8. Assist with calendar updates for the team .
9. Adhere to the policies and procedures of SGEI, and applicable legislation.
10. Other duties as assigned from time to time.

## **Relationships**

### **Internal**

1. Work with the Anishinaabemodaa Initiative Team, staff, and students
2. Provide Supervisor with updates

### **External**

1. Work with the surrounding communities
2. Work with language speakers and knowledge keepers

## **Working conditions**

- Seven (7) hour workday
- Indoors in a friendly environment, with occasional exposure to moderate levels of noise.

## **Conditions of Employment:**

- This position requires a satisfactory Criminal Reference Check with a Vulnerable Sector Check
- Valid Class 'G' Drivers License and access to a vehicle is required.