



# Seven Generations Education Institute

Employment Opportunity

## **Anishinaabemodaa Assistant**

One (1) Year Contract

(Re-Posted-February 24, 2020)

Seven Generations Education Institute requires an **Anishinaabemodaa Assistant** to support the Anishinaabemodaa Initiative and its team in the creation of curricula and resources, and ensure the effectiveness of Anishinaabemowin program in child care facilities and throughout the initiative. Working with the Anishinaabemodaa Initiative team, the **Anishinaabemodaa Assistant** will support the assessment of learning environments, needs, and learning styles, and will assist in the development of content materials and programs that promote the Anishinaabemowin Learning objectives, while respecting and demonstrating a willingness to learn community dialects. The **Anishinaabemodaa Assistant** will provide administrative support and assistance to the Anishinaabemodaa Initiative team as required. Knowledge and understanding of cultural traditions and protocols will be essential to the role of the Anishinaabemodaa Assistant.

### **Job Duties**

- Ability to work with Elders and Anishinaabemowin speakers in all aspects of development
- Provide administrative support to Anishinaabemodaa Initiative Team
- Support the development, planning, and creation of new and updated curricula and supporting resources
- Assist in gathering information and data needed to support new programs, resources, and curricula
- Outline, plan, and track project development and outcomes
- Maintain databases of documents, program files, resources, and curriculum records
- Utilize a variety of computer software applications and outline media to optimize communication of data
- Assist in the development and implementation of organizational program goals
- Other duties as required

### **Requirements**

- Current Vulnerable Sector Check
- Anishinaabemowin fluency or knowledge, preferred
- Working knowledge of audio & video recording equipment

- Experience in curriculum design and resource development is an asset
- Excellent verbal and written communication skills
- Strong working knowledge of Microsoft software, including Word, Excel, etc.
- Willing to participate in ongoing learning
- High degree of resourcefulness, flexibility, and adaptability with a strong organizational skill set
- Post-secondary degree or diploma in Education, or related field, preferred
- Must have a valid Driver's License and access to reliable transportation

**Location:** Fort Frances, Ontario

**Start Date:** March 30, 2020 to March 26, 2021

Applications must include a **cover letter, resume**, including **three (3) employment related references**; one (1) of which must be a current or recent supervisor. Please submit by **12:00 p.m. (CST) on Thursday March 5, 2020** to the attention of:

Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, P.O. Box 297  
Fort Frances, Ontario  
P9A 3M3  
Fax: (807) 274-8761 or email: [michellea@7generations.org](mailto:michellea@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 for applications with disabilities. For a complete job description, please contact Michelle Allan, Director of Human Resources.