



Employment Opportunity

Position: Gaa-aanikanootamaaged- One who translates

Location: Rainy Lake Campus

Start Date: November 2026

Deadline: October 21, 2026

Duration: Full-time, Permanent

Wage: \$70,460.00 to \$86,117.00 annually hour based on a 35 hour work week, vacation leave, competitive benefits package and registered pension plan included

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 is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

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



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Carissa Copenace, Gaa-anokaadang Anishinaabemowin- The one who works with language at carissac@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 by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Gaa-aanikanootamaaged

One who translates

Job Description

General description

The Gaa-Aanikanootamaaged will work on translating and typing and translating various projects and assignments as required from Anishinaabemowin into English and vice versa. Responsibilities will include working with a team of translators to read original materials/documents and rewrite them in the targeted language. To determine correct translations in the excess of one million translated sentences into Microsoft excel. The Anishinaabemowin-English Translator will keep track of the words which need elder consultation at a later time.

The Anishinaabemowin-English Translator will assist translating videos, books, and writing words in the word bank. They will attend regular virtual and in person meetings with the leaders of the Anishinaabamodaa team and language instructors at various schools.

Qualifications and skills requirements

1. Fluent first language speaker of Anishinaabemowin. Able to translate both spoken and written communications.
2. Complete knowledge of the Anishinaabemowin and English language(s) with the ability to write in the double vowel system.
3. Ability to comprehend different styles of writing and principles of editing in both English and Anishinaabemowin.
4. Strong understanding of the sentence structure of indirect speech and different figures of speech in the source language.
5. Strong verbal communication skills in English and Anishinaabemowin.
6. Highly developed interpersonal skills, able to work effectively with a variety of learners, knowledge keepers, staff and members of the public.
7. Openness to learning and willingness to accept new assignments and tasks.
8. Attentive of different knowledge-providing sources like dictionaries, thesaurus' encyclopedia's and how to utilize them.
9. High degree of cultural knowledge.
10. Working knowledge of Office 365, specifically E-mail, Word and Excel.
11. Demonstrated time management skills with the ability to prioritize work to meet deadlines.
12. Highly developed analytical and problem-solving skills.

Supervisor: Gaa-anokaadang Anishinaabemowin – The one who works with the language.

Job duties/responsibilities



1. Work with SGEI staff to support delivery and development of programming. Provide direction to staff regarding the language and culture.
2. Translate Anishinaabemowin into English and vice versa.
3. Transcribe from source materials and interpersonal interactions.
4. Edit materials being produced in the language by the the department (curriculum, resources, communications material) to ensure accuracy and fidelity to the language.
5. Provide one on one support to instructors and Directors upon request.
6. Read original material/documents and rewrite in the targeted language; ensuring the content, meaning and feeling of the original/source text is retained in the translation.
7. Identify and resolve any conflicts related to the meanings of words, phrases or concepts when translating between languages.
8. Refer to reference materials such as dictionaries, thesauruses, encyclopedias, etc. to find the best word/terminology equivalents and ensure translation accuracy.
9. Compile terminology and information about the content and context of information to be translated.
10. Liaise with coworkers to discuss translation requirements and clarify any discrepancies.
11. Consult with clients, management and coworkers when translating specialized areas of information, retain and develop specialized knowledge.
12. Use appropriate software for presentation and delivery.
13. Use the double-vowel system in translations.
14. Other duties shall be assigned as required.

Relationships

Internal

1. Work with the Anishinaabemodaa Team
2. Work with the staff and students in SGEI
3. Provide Supervisor with updates.
4. Collaborate closely with Elders, ensuring their needs and contributions are supported.

External

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

Working conditions

- Typically works indoors in shared office space. Exposed to moderate levels of noise on an occasional basis.
- May be required to lift or carry items between 10 and 25 pounds.
- Tasks require regular attachment to a workstation with intermittent opportunity to change positions.
- Requirements for overtime are extremely rare.
- Travel may be required on rare occasions.
- Work involves continuous concentration for up to 3 or 4 hours per day and may be subject to occasional interruptions.



Conditions of Employment

- This position requires a satisfactory Criminal Reference Check with a Vulnerable Sector Check – will work with students from time to time.
- Valid Class 'G' Drivers License and access to a reliable vehicle is required.