



Employment Opportunity

Position: Okogewinan Enokiidang Ji-dazhindamowaad Anishinaabemowin - Community Partnerships Coordinator

Location: Kenora Campus, Manidoo Baawaatig

Start Date: November 2026

Deadline: October, 21, 2026

Duration: Full-time Permanent

Wage: \$66,470 - \$81,242/year, 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 **Shannon Chapman, Gaa-niigaanishkang Anishinaabemodaa Anokiiwin** at shannonk@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.

Due to the nature of the position and its responsibility for providing culturally grounded services to Anishinaabe communities, Anishinaabe identity may be considered a bona fide occupational requirement in accordance with applicable human rights legislation.



Okogewinan Enokiidang Ji-dazhindamowaad Anishinaabemowin

(Community Partnerships Coordinator)
Job Description

General description

The Okogewinan Enokiidang Ji-dazhindamowaad Anishinaabemowin supports the development of Anishinaabemowin language learning opportunities connected to the Manidoo Baawaatig Campus in Kenora. The Coordinator serves as a key point of connection between Seven Generations Education Institute and surrounding First Nation communities, building respectful and reciprocal relationships with community leadership, Elders, Knowledge Holders, fluent speakers, learners, families, educators, organizations, and other community partners.

Working under the direction of the Gaa-niigaanishkang Anishinaabemodaa Anokiiwin, Director of Language Work, the Coordinator plans and facilitates community engagement to identify language learning priorities, existing community strengths and programs, barriers to participation, and opportunities for collaboration. The Coordinator ensures engagement reflects the protocols, priorities, and preferred ways of working within each community.

The Coordinator maintains communication and follow up with community partners, documents information and guidance shared through the engagement process, and prepares summaries and recommendations to support organizational planning. This work helps ensure that language programming, resources, partnerships, delivery methods, and future activities at the Kenora Campus are informed by community guidance and strengthen, rather than duplicate, existing community language work.

Qualifications and skills requirements

1. This is an Indigenous-specific position designated for Anishinaabe applicants. Consistent with applicable human rights legislation, Anishinaabe identity is considered a bona fide occupational requirement for this position due to the integral role of cultural knowledge, lived experience, and community connections in the effective performance of the position's duties. Applicants must self-identify as Anishinaabe and demonstrate established relationships and connections with First Nation communities in the Kenora and Treaty #3 area.
2. A minimum 2-year post secondary diploma or degree in Indigenous Studies, Anishinaabemowin/Indigenous Languages, Community Development, Social Work, Education, or a related field.
3. Basic conversational ability in Anishinaabemowin — including greetings, introductions, and common everyday phrases and terminology relevant to language and cultural



programming — along with the personal commitment to growth and learning is required. Proficiency or fluency is preferred.

4. An equivalent combination of education, community knowledge, lived experience, and work experience may be considered.
5. Experience building respectful relationships with First Nation communities, Elders, Knowledge Holders, fluent speakers, families, youth, and community organizations
6. In-depth knowledge of Anishinaabe values, histories, relationship building practices, and community protocols to adapt to the ways of working for individual communities.
7. Experience coordinating community engagement, outreach, meetings, programs, research, needs assessments, or related projects
8. Strong communication, facilitation, relationship building, organization, time management, and follow through skills.
9. Ability to gather, organize, summarize, and present information accurately while protecting confidentiality and respecting community ownership of knowledge
10. Ability to travel regularly and occasionally work outside regular hours to accommodate community meetings and gatherings
11. Working knowledge of Microsoft 365 and shared file systems

Supervisor: Gaa-niigaanishkaang Anishinaabemodaa Anokiwin, Director of Language Work

Job duties/responsibilities

1. Initiate and coordinate respectful engagement with surrounding First Nation communities in collaboration with the Director and Kenora Campus leadership.
2. Build and maintain trusting relationships with community leadership, Elders, Knowledge Holders, fluent speakers, learners, families, educators, organizations, and other community partners – navigating diverse perspectives and communication styles with respect and cultural sensitivity
3. Meet with communities to identify Anishinaabemowin learning priorities, existing strengths and programs, barriers to participation, preferred approaches, and opportunities for collaboration.
4. Plan, design, and adapt community engagement activities to align with each distinct community's priorities, protocols and decision-making processes. Ensure the time, knowledge, and contributions of Elders, Knowledge Holders, and fluent speakers are honoured appropriately.
5. Seek guidance from Gigidiziiminaanig and community contacts when identifying speakers, Knowledge Holders, participants, and appropriate engagement approaches.
6. Develop and use accessible methods for gathering community information and feedback, with approval from the Director.
7. Support meaningful community participation in the planning, development, and evaluation of Anishinaabemowin programming and activities.



8. Establish and maintain accurate, confidential and organized records of engagement activities, contacts, permissions, commitments, consent, and required follow up in accordance with SGEI policies and community expectations.
9. Safeguard shared stories, teachings, and community knowledge gathered through engagement, ensuring secure handling of recorded protocols and culturally sensitive information in accordance with consent, community expectations, and SGEI policy. Exercise judgement in determining what can be shared, with whom, and in what form, respecting community ownership of their own knowledge.
10. Prepare summaries, recommendations, correspondence, presentations, and reports that accurately represent community guidance and support organizational planning and decision making.
11. Share information back with participating communities in an appropriate and understandable format and confirm that their guidance has been represented accurately
12. Coordinate and monitor approved budgets for language activities and projects, ensuring responsible tracking and reporting of schedules, timelines, expenditures, participation, feedback, and outcomes.
13. Identify opportunities to strengthen existing community language work and avoid duplicating or replacing community led efforts.
14. Participate in team meetings, planning sessions, training, and ongoing Anishinaabemowin learning.
15. Complete other duties as assigned by the supervisor

Relationships:

Internal

1. Reports to and maintains regular communication with the Gaa-niigaanishkaang Anishinaabemodaa Anokiiwin.
2. Works collaboratively with the Anishinaabemodaa Team, Kenora Campus leadership and staff, and other SGEI departments.
3. Maintains positive, respectful, and professional relationships throughout the organization.

External

1. Builds and maintains respectful relationships with surrounding First Nation communities, leadership, Elders, Knowledge Holders, Anishinaabemowin speakers and learners, families, educators, and community organizations.
2. Works with partners and service providers as approved by the Director.
3. Represents SGEI professionally and follows the guidance and protocols of the host community when attending community activities.

Working Conditions

1. Work indoors in shared office setting with occasional exposure to moderate levels of noise
2. On rare occasions may be exposed to behaviourally difficult students or members of the public.



3. Normally a seven (7) hour workday, with occasional requirement for overtime.
4. Demanding and sometimes stressful.
5. Occasional lifting of up to 10 lbs required.
6. Regular travel within the region is required.
7. Moderate periods of sitting while in the office, with opportunities to change positions; during travel, this flexibility may be limited.
8. Regular use of computer equipment and standard office tools for correspondence, documentation, and reporting purposes
9. A high degree of concentration is required for moderate periods.

Conditions of Employment

1. Must provide a satisfactory Vulnerable Sector Screening.
2. Must possess valid Class 'G' Driver's license and have access to reliable transportation