



ALGOMA UNIVERSITY JOB POSTING

JOB TITLE:	Community Engagement Specialist <i>Staff Bargaining Unit</i>
DEPARTMENT:	Shingwauk Residential Schools Centre (SRSC)
POSITION STATUS:	Full-time (35 hours a week) OSSTF Support staff union
SUPERVISION RECEIVED:	Director of Mukwa Waakaa'igan
LOCATION:	Sault Ste. Marie
SUPERVISION EXERCISED:	none

JOB SUMMARY:

A. Community Outreach	50%
B. Digital Access Projects	30%
C. Administrative Support	20%

The work undertaken in this position will support community access to SRSC documentary heritage and the resources of Mukwa Waakaa'igan. Through community outreach, liaison work, and digital initiatives this position will focus on increasing in person and digital access to the history of the Shingwauk site. It supports the outreach of the Gabegendaadowin program. It will also provide administrative support to the Director of Mukwa Waakaa'igan.

RESPONSIBILITIES:

- A. Community Outreach
 - Supporting the Director of Mukwa Waakaa'igan-in community outreach activities connected to Algoma University's Special Mission and the SRSC's mission of sharing, healing, and learning.
 - Delivering in-person historic site tours, Reclaiming Shingwauk Hall exhibition programming and Gabegendaadowin programming.



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- Supporting the expansion and promotion of Gabegendaadowin through community, government, private, and industry outreach. Promoting Algoma University as a leader within Indigenous training and Truth and Reconciliation.
- Works closely with Elders and Survivors to ensure their needs are being met while visiting Mukwa Waakaa'igan.
- Supports relationship building with Indigenous partner organizations to support Mukwa Waakaa'igan outreach programming
- Assisting in the organization and delivery of virtual outreach programming, community support, and meetings of the Children of Shingwauk Alumni Association. Including but not limited to webinar, virtual workshop, and virtual tour programming.
- Assisting patrons with access to physical and digital resources housed in the Shingwauk Residential Schools Centre and Mukwa Waakaa'igan.
- Assisting in managing social media accounts of the Shingwauk Residential Schools Centre on a range of platforms including Instagram, Facebook, and Twitter.
- Supporting registration of visitors for in-person and virtual programming and Mukwa Waakaa'igan
- Creating posters and social media graphics for Shingwauk Residential Schools Centre and Mukwa Waakaa'igan events and programming

B. Digital Access Projects

- Maintaining digital education projects including the virtual tour, archival website, and other digital tools
- Responding to digital inquiries relating to Mukwa Waakaa'igan and the SRSC
- Adding new content and revising and updating content on the archival website,
- Responding to email and phone reference requests relating to the archival holdings of the SRSC.
- Managing copyright of SRSC archival holdings while responding to image reproduction requests from external archival users
- Digitization of archival materials based on Canadian archival standards and preservation best practices. Includes digitization of photographs, textual records, and audio-visual material
- Maintains database of students who attended the Shingwauk Residential School
- Responsible for digital archiving of websites, social media, and digital content using Archive-IT software



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C. Administrative Support

- Supporting the Director of Mukwa Waakaa'igan through the scheduling of meetings, maintenance of filing system, scheduling, and other regular administrative tasks
- Answering patron inquiries in a timely manner and referring them to the correct staff person
- Supporting communication with the Children of Shingwauk Alumni Association and the University community through regular newsletter updates and meetings
- Maintains visitor and outreach statistics and data for the SRSC and Mukwa Waakaa'igan
- Maintains organization of Shingwauk Residential Schools Centre shared Google Drive folder
- Other duties as assigned

WORKING CONDITIONS:

Physical Effort

- Moderate: Position requires both walking, standing and sitting for long periods of time.

Physical Environment

- Considerable: exposure to unpleasant/disagreeable conditions (outside tours).

Sensory Attention

- Moderate need for precise work to be completed while accommodating regular interruptions

Mental Stress

- Moderate need to occasionally work flexible hours for events, interactions with the public, need for accuracy

MINIMUM QUALIFICATIONS:

- Minimum of an undergraduate degree from a recognized post-secondary institution required
- Minimum of two years in a public outreach or community engagement role is required
- Experience working in a university environment an asset
- Experience working with indigeneous communities, with demonstrated knowledge of Indegenous ways of knowing, understanding and being, considered is required



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- Attention to detail and strong organization skills.
- Strong written and oral communication skills.
- Ability to work in a team environment.
- Experience with library systems, databases, photo editing software, and digitization equipment
- Knowledge of the residential school legacy
- Commitment to and understanding of Algoma University's special mission and the seven grandfather teachings
- Vulnerable Police sector check is required
- Candidates must be fully vaccinated with COVID-19 vaccinations

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00 p.m. on Thursday, July 14, 2022.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Please note that the successful candidate will be required to provide a Police Vulnerable Sector Check as a condition of employment.

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada.