



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title: Anishinaabe Programming and Cultural Coordinator
Staff Bargaining Unit

Position Status: Permanent, Full-time (35 hours/week)
OSSTF

Department: Anishinaabe Academic Resource Centre (AARC)

Supervision Received: Manager, Indigenous Community Relations, Training and Development

Supervision Exercised: Student Assistants

Location: Sault Ste. Marie, ON

PRIMARY FUNCTIONS:

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| A. | Cultural (Oshkabaywis) Support | 65% |
| B. | Social and Program Events Coordination | 25% |
| C. | Other Duties | 10% |
| TOTAL | | 100% |

Under the direction of the Manager, Indigenous Community Relations, Training and Development, the incumbent will work in a collaborative environment within the Anishinaabe Academic Resource Centre, and across various departments including the Registrar's Office, faculty, and program partners including First Nations, Indigenous Institutes, Indigenous Friendship Centres, School Boards and others associated with the AARC programming. The Anishinaabe Programming and Cultural Coordinator is responsible for leading the design, implementation, and coordination of special cultural projects in the Anishinaabe Academic Resource Centre, this includes coordinating student ambassadors and peer leads, working



with and collaborating with internal and external stakeholders.

RESPONSIBILITIES:

A. Cultural (Oshkabaywis) Support (65%)

- Act as a helper to Elders/Knowledge Keepers/Facilitators.
- Assist Elder/Knowledge Keepers at all times
- Assist with referrals to internal and external Elder/Knowledge Keepers.
- Assist with scheduling Elder/Knowledge keepers for staff and faculty outside of the Anishinaabe Academic Resource Centre if requested
- Provide support to our Elders/Knowledge Keepers in their roles in supporting our students, staff, and faculty in building their cultural knowledge
- Assist and provide cultural support with the Shingwauk Hall Residential School Truth Walks
- Assist the Anishinaabe Student Success and Cultural and Social Events Program Coordinator with ceremonial aspects of their role
- Provide ceremonial smudge and openings at campus-wide events
- Responsible for the storage and protection of sacred medicines
- Cultural support for the following:
 - Gabegendaadowin Training Program
 - Activities led by the Anishinaabe Academic Resource Centre (Gathering at the Rapids Pow Wow, National Indigenous People's Month)
 - The Children of Shingwauk Alumni Association, Shingwauk Residential Schools Centre, and the office of the Nyaagaaniid
 - Shingwauk Anishinaabe Student's Lounge
- Ceremonial Fire Arbour maintenance and upkeep (ensuring that firewood and kindling are always available)
- Teepee maintenance and upkeep
- Firekeeper or assist designated firekeeper/knowledge keeper/Elder when Algoma University Ceremonial Arbour is utilized for ceremony
- Assists with the delivery of all cultural programming, including ceremony and teachings.
- Support with off-campus and external Algoma University events

B. Social and Program Events Coordination (25%)

- Serves as a complementary resource to the Anishinaabe Student Success Cultural and Social Programs Events Coordinator role



- Collaborates with other team members to facilitate coordination and planning for various events held within the AARC and Makwa Waakaa'igan including securing guest speakers, cultural resources, budgeting and oversight, collaborating with multiple departments
- Coordinates support for Indigenous STEAM (science, technology, engineering, arts, and math) Coordinator to source student ambassadors and peer leads to ensure efficient coordination of events and special programs
- Coordinates support for Indigenous STEAM Coordinator to support student training including leadership training and other relevant training to better support students in assuming peer leadership roles
- Provides support for the Waawaaskonwe Niigaan ISTEAM program in preparation and delivery of land camps
- Collaborates with the planning and implementation of special events within the AARC and university as needed

C. Other Duties (10%)

- Other duties as assigned

WORKING CONDITIONS:

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| Physical Effort | <i>Moderate</i> Sustained periods of sitting and keyboarding, set-up and take-down of student events/activities, including the possibility of lifting. |
| Physical Environment | <i>Moderate</i> Frequent exposure to unpleasant or disagreeable conditions. |
| Sensory Attention | <i>Moderate</i> Moderate effort is required to achieve accuracy, while accommodating regular interruptions including front-line service demands with a limited level of control and frequent interruptions that may cause backtracking to resume interrupted work. |
| Mental Stress | <i>Considerable</i> Considerable interruptions from students, faculty and others in |



a front-line, client-focused, and fast-paced environment; sensitivity to students with various emotional, personal, and social issues/concerns; sensitivity and crisis intervention for students with various cultural and language issues/barriers; ability to assess and prioritize quickly and efficiently; occasional requirement to work outside of non-regular hours and travel.

MINIMUM QUALIFICATIONS

- Undergraduate degree in any field, and a minimum of two (2) years of experience working with Anishinaabe (First Nation, Métis, Inuit) communities and/or students in a culturally safe environment, with demonstrated knowledge of Anishinaabe ways of knowing, understanding, or an equivalent combination of education and experience, is required.
- A Certification to facilitate Mental Health First Aid, suicide prevention, and restorative practice with Anishinaabe populations is required.
- Must possess strong background, knowledge, and lived experience of Anishinaabe (First Nation, Metis, and Inuit) organizations, communities, and culture.
- Experience working with Indigenous youth (secondary school-aged)
- Demonstrated understanding and knowledge of Indigenous cultural protocols.
- Excellent organizational, planning, and problem-solving skills.
- Excellent interpersonal and written communication skills.
- Detail-oriented with excellent organizational and prioritization skills
- Commitment to meet deadlines and manage time efficiently.
- Ability to balance competing priorities in a dynamic fast fast-paced environment with multiple interruptions.
- Thorough attention to detail is vital.
- Ability to take initiative and work with limited supervision.
- Ability to work both independently and as part of a team.
- Ability to ensure professionalism, reliability, discretion, and confidentiality.
- Ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Vulnerable Police sector check is required.

Salary Scale: **\$58,996 to \$73,745 annually**



**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algomau.ca no later than 4:00 p.m. on February 19, 2024.**

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.