



Whitefish River First Nation

Anishnaabe Aadziwin Team

is recruiting for a:

Anishnaabe Aadziwin Apprentice

Salary: \$56,800 - \$67,820 (including group pension and health benefits)

**Salary is subject to education and experience or a combination of both*

Term: Full-time (35 hours/week)

The Anishnaabe Aadziwin Apprentice is pivotal in supporting the Anishnaabe Aadziwin Coordinator. This involves overseeing the daily operations of the Anishnaabe Aadziwin program, ensuring efficient task delegation and completion, and assisting in scheduling and coordinating community resources, services, and ceremonial events. The Apprentice also ensures that program initiatives align with the program's goals, with a specific focus on the successful integration of the Four Pillars—Language, Culture, Heritage, and Wellness—across community activities.

Key Responsibilities:

- As the Anishnaabe Aadziwin Apprentice, you will lead the team in delivering and executing Anishnaabe Aadziwin activities. Your role will be crucial in resolving challenges as they arise, ensuring the smooth operation of the program.
- Support staff in ensuring clear task assignments and monitoring work progress.
- Assist in coordinating staffing needs for community events and ceremonies, ensuring personnel are assigned appropriate tasks.
- Assist the Anishnaabe Aadziwin Coordinator in overseeing the implementation of the Anishnaabe Aadziwin program and ensuring alignment with community needs.
- Ensure the smooth coordination of resources for cultural, language, and wellness initiatives, including scheduling traditional practitioners and services.
- Monitor program activities, collecting participation, outcomes, and feedback data.
- Collaborate with the Anishnaabe Aadziwin Coordinator to evaluate program effectiveness and prepare reports to inform program adjustments; Ensure staff complete evaluation tasks.
- Ensure all necessary materials and resources are available for events and workshops, liaising with the Program Assistant for logistical support.
- Prepare reports and documentation, including budget updates and staff schedules.
- Support the engagement of community members and handle sensitive information with confidentiality.
- As the Anishnaabe Aadziwin Apprentice, you will have the opportunity to represent the Anishnaabe Aadziwin program at meetings and events as needed. This role is about administrative tasks and being a visible and vocal advocate for the program's mission and goals.
- Support staff development by identifying training opportunities and ensuring staff have the resources needed for personal and professional growth.
- Conduct regular staff performance evaluations and provide feedback.
- Performs all other related duties as may be assigned.

Qualifications:

- A level of lived experience, knowledge, education, and/or training is highly valued.
- A College Diploma or University Degree is considered an asset.
- Three (3) years of recent experience working for Indigenous organizations/programs, including interacting with and developing relationships with Indigenous people and Indigenous communities.
- Valid Driver's license and access to own vehicle.
- Must be highly self-motivated and must have proven experience working independently.
- Ability to speak or be willing to learn Anishnaabemowin and participate in the culture and traditions of the Anishnabek people.

Skills:

- Experience with computer programs (i.e., Microsoft Office, email, internet, etc.).
- Effective communication skills, both oral and written, with the ability to interact with a diverse range of stakeholders.
- Highly organized with excellent time management and multitasking abilities.
- Strong problem-solving skills with the ability to prioritize and handle urgent tasks in a fast-paced environment.
- Exceptional interpersonal and relationship-building skills, including working effectively within a team.
- Proactive and self-motivated with high initiative and attention to detail.

*For a detailed job description, please email hrmanager@whitefishriver.ca

Applications are due on Tuesday, January 28th, 2025, at noon.

Interested applicants must submit a current resume, cover letter, two (2) work-related references and one (1) character reference (with contact information) and applicable education diplomas/certifications to:

CONFIDENTIAL: Anishnaabe Aadziwin Apprentice

Whitefish River First Nation

c/o Human Resources

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: jobapplications@whitefishriver.ca Fax: (705)285-4532

Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.

