



NIIGAANING TRUST OFFICE ANISHNAWBEMOWIN MOTIVATOR

INTRODUCTION:

Beausoleil First Nation is seeking a self-motivated individual who will be responsible to ensure that BFN Members and Community are provided with the tools and resources to learn and gain knowledge to speak Anishnawbemowin.

MINIMUM QUALIFICATIONS:

- Must have strong interpersonal skills
- Must have strong community service skills
- Must have strong written, verbal and communication skills
- Must be able to work independently and in a team environment
- Must be computer literate-with knowledge of Microsoft Programs, internet, email and able to access Google drives as well as facilitate zoom meetings and webinars.
- Must be willing to take further training as needed
- Able to work in a high stress environment

ESSENTIAL DUTIES:

- Reporting and documenting events or gatherings
- Engage with our seniors to record and document our dialect
- Will have direct contact with all demographics and all BFN programs and services
- Liaison with all staff, providing language support.
- Preparing reports and updates as required
- Able to fulfill general office duties, typing, creating posts
- Able to coordinate community engagements and events
- Be willing to participate or be willing to learn about cultural events
- Have some knowledge of Ojibway Anishnawbemowin would be considered an asset

KNOWLEDGE, SKILLS & ABILITIES

- Grade 12 Diploma or equivalent with 1-year related work experience
- Must have strong interpersonal skills
- Must have strong community service skills
- Must have strong written, verbal and communication skills
- Must be able to work independently and in a team environment
- Must be willing to take further training as needed
- Able to work in a high-stress environment

MISCELLANEOUS:

Duration: Term contract until March 31st 2025, with the possibility of extension.

Closing Date: **Monday, January 6, 2025 @ 4:00 PM**

Hours of Work: 35 hours per week, shift work, must be available for evening and weekends

Rate of Pay: \$21.00 to 22.00/hour

Eligibility: Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member.

Direct Supervisor: Joseph Stup
Trust Comptroller

Functional Supervisor: Dan Monague
First Nation Administrator

HOW TO APPLY

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office
Attention: Human Resources Department
11 O'Gemaa Miikan, Christian Island, ON, L9M0A9
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

Applications must consist of the following:

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.
Your application package must be clearly marked with your name and the position you are applying for.
We thank all who apply; however, only those selected for an interview will be contacted.