

RECLAIMING OUR LANGUAGE



Job Description
Part-Time Project Coordinator

PURPOSE OF THE POSITION

Under the direction of the Reclaiming Our Language – Constance Lake First Nation (ROL-CLFN) grassroots group, the *Part-Time Project Coordinator* will be primarily responsible for working with a Master Speakers Advisory Group in obtaining and coordinating written translations to resources being developed in the 2021/2022 fiscal year.

RESPONSIBILITIES

- Will work with the ROL-CLFN grassroots group in providing coordination for all aspects of the planning, implementation of the project
- Will assist in establishing 3 Master Speaker Advisory Groups (MSAG) who will advise on pronunciation and spelling of pre-selected words and phrases to develop into written resources as follows:
 - Cree (1 Lead Fluent Speaker acting as the scribe/organizer) and 2 Fluent Cree Speakers
 - Oji-Cree (1 Lead Fluent Speaker acting as the scribe/organizer) and 2 Fluent Oji-Cree Speakers
 - Ojibwe (1 Lead Fluent Speaker acting as the scribe/organizer) and 2 Fluent Ojibwe Speakers
- Will act as the point of contact between the MSAGs and the ROL-CLFN grassroots group
- Will collect, maintain and store a written repository of the words and phrases for use in the project relaying them to the product developers for production
- Will participate in meetings and collaborate with the ROL-CLFN grassroots group
- Will develop a dissemination plan for all resources
- Will other duties shall be assigned as required

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient working knowledge and/or ability to speak Ojibwe, Oji-Cree or Cree
- Highschool diploma or post-secondary diploma/ degree and/or related and equivalent work experience
- Working knowledge of Microsoft Office Suite and Apple-based applications
- Project management experience
- Exceptional verbal and written communication skills
- Advanced technical skills with web design and maintenance, photography, graphic design software applications, desktop publishing and other computer skills
- Excellent inter-personal skills and ability to work in a team environment

PERSONAL ATTRIBUTES

The incumbent must maintain strict confidentiality and must also demonstrate the following personal attributes:

- Strategic Thinker

- Relationship Builder
- Planner and Coordinator
- Values Diversity
- Highly motivated and ability to meet tight and demanding time-lines with multiple projects
- Exceptionally organized and excellent time management
- Self-motivated and an ability to work with little supervision
- Pays great attention to details and adheres to due diligence
- Capable to maintain confidentiality

LOCATION OF WORK: Constance Lake First Nation

TERM: November 1, 2021 – March 31, 2022 - 2 days/week at \$30/hour (with possibility of an extension pending funding availability and performance review)

CREATED/LAST UPDATED: October 13, 2021