

The Algonquins of Ontario (AOO) are seeking a Cultural Heritage Program Coordinator to facilitate the planning, development, and implementation of archaeological, cultural, and heritage programs, activities, and priorities of the AOO.

Position Title:	Cultural Heritage Program Coordinator
Reports to:	Executive Director or Designate
Location:	Pembroke, Ontario, Canada
Salary:	\$42,456 – \$59,702 per annum
Benefits:	Competitive benefits package including Group Medical Plan and generous vacation and working hours.
Position Type:	Full-Time
Positing Duration:	Fixed term position for twelve (12) months (Maternity Leave)

Opportunity Summary

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

Working with the Algonquins of Ontario (AOO) provides an exceptional and rewarding opportunity for any person who seeks a complex, dynamic environment while contributing towards the process of rebuilding and revitalization of the Algonquin Nation.

The Cultural Heritage Program Coordinator will facilitate the planning, development and implementation of archaeological, cultural, and heritage programs, activities, and priorities of the AOO. The Cultural Heritage Program Coordinator provides a wide range of guidance and operational services to develop the capacity to support the assessment, inventory, stewardship, and conservation of these heritage resources.

This position also offers the unique and groundbreaking opportunity to be part of a team that is supporting the AOO in the historic negotiations of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

Position Responsibilities

The following summarizes the responsibilities of the position:

- Establish and coordinate administrative processes and procedures to facilitate smooth workflow processes and ensure the seamless execution of Meeting cycles associated with the Heritage and Culture Working Group.

- Advise other AOO Project Leads and external parties of agenda deadlines, meeting timelines and procedures to be followed.
- Prepare, compile, and distribute meeting agenda and materials.
- Assists the Executive Director and other Project Leads to prepare recommendations.
- Record attendance, decisions, and prepare meeting reports, and task lists.
 - Follow up on tasks arising from meetings with the relevant individuals and/or parties to ensure timely completion of activities and projects.
 - Assist maintenance of AOO files.
- Project Lead and contact for external parties with regards to how archaeological assessments and cultural heritage studies are to be completed within the AOO Settlement Area.
- Coordinates the engagement of Algonquin Liaisons in field work to be completed by external parties, including but not limited to:
 - the preparation of outreaches to Algonquin Liaisons
 - scheduling of field work with external parties
 - review of field summaries prepared by Algonquin Liaisons
 - Maintains the database of liaison fieldwork.
- Facilitates peer review of draft archaeological assessment reports and draft cultural heritage studies related to proposed projects within the AOO Settlement Area.
- Maintains the database of archaeological assessment reports.
- Compiles recommendations and comments from the peer review completed by AOO archaeologists in order to develop letters to external parties.
- Ensures all expenditures are on track for provided budget for the Algonquin Liaisons and relevant Technical Advisors, including AOO Archaeologists.
- Researches, analyzes, and drafts a variety of documents related to developing the capacity to support the assessment, inventory, stewardship, and conservation of Algonquin cultural and heritage resources.
- Works collaboratively in raising awareness and fostering the promotion of Algonquin heritage and culture across the AOO Settlement Area.
- Coordinates special projects, training sessions, community consultations, and events related to heritage and culture that promote a sense of pride and willingness to share in the resurgence of the Algonquin culture, language and traditions.
- Develops and maintains a broad network of contacts with other First Nations and other governments and agencies.
- Promotes the AOO's interests on professional forums and committees and seek to establish cordial and collaborative relationships with the private sector and other First Nations in Ontario and across the country on matters specific to preservation and sustainability of culture and heritage.
- Researches and provides options for the infrastructure and technologies required to record, maintain, and preserve culture and heritage resources and artifacts and implements such infrastructure.

Your Qualifications

- Recognized post-secondary diploma (2 years) in Heritage Management, Cultural Studies, Archaeology, or related discipline.
- 1-2 years experience in similar position

Your Skills

- Strong ability to provide advice on cultural heritage management issues specific to the scope of the job, with the ability to handle politically sensitive matters; and analyze, identify, and recommend options for senior management and leadership.
- Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the Algonquin Negotiation Representatives (ANRs) and external parties.
- Communication Skills: This position requires consultation with and/or coordination with others, coordination of activities and providing updates/information to Government Agency contacts and other industry contacts is required.
- Problem Solving: Problems or situations are often different and require interpretation and judgment to identify the most appropriate solution from several options using prior knowledge and experience.
- Strong ability to positively interact with others using sensitivity, tact, diplomacy, and professionalism.
- Strong ability to conduct interviews and apply Algonquin protocols.
- Strong interpersonal and listening skills to engage Algonquin citizens, Elders, and youth, using respectful and capable approaches for inquiry and learning.
- Strong ability to interpret and administer legislation and regulations related to cultural heritage resource management.
- Strong ability to develop and implement strategic plans, policies, and procedures specific to culture and heritage management.
- Strong ability to write proposals and manage projects.
- Proficient working knowledge of artifact preservation, management, and display.
- Proficient working knowledge of archival and storage standards.
- Proficient working knowledge of mapping and other land-based knowledge related to heritage resources as well as photo interpretation.
- Advanced skills with the Microsoft Office Suite.
- Must be able to travel to attend meetings, conferences, and events.
- Must be able to lift up to 20kg (44 lbs.).
- Must hold a valid G Class Driver's License and ability to travel.

More about the AOO

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi¹ and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiate a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

¹ *The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as "Kichisipi", "Kichissippi", "Kitchissippi" and "Kichissippi"*

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

The Teachings of the Seven Grandfathers

- ***Kwayakoziwin: Honesty:*** Honesty in facing a situation is to be brave.
- ***Tabasenindizowin: Humility:*** Humility is to know yourself as a sacred part of Creation.
- ***Manàdjìyàn: Respect:*** To honour all Creation is to have respect.
- ***Sòngideyewin: Bravery:*** Bravery is to face the foe with integrity.
- ***Nibwàkàwin: Wisdom:*** To cherish knowledge is to know wisdom.
- ***Sàgihidiwin: Love:*** To know Love is to know peace.
- ***Tebwewin: Truth:*** Truth is to know all of these things.

Qualified candidates are invited to submit their resume and a letter of introduction by close of business on September 24th, 2020 to recruitment@tanakiwin.com.

When applying please ensure to list the position(s) you are applying for in the title of the email.

Please note that the AOO have obtained the services of an external organization to support this recruitment process and no applications will be accepted by the AOO Consultation Office. Only applicants who apply to the above email address will be considered for the position.

For members of our Algonquin communities we ask that you please identify which community you are connected to in your cover letter.

As this position is contract in nature, the AOO welcomes the possibility for a secondment from other organizations.

The AOO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.