



Algonquins of Ontario Consultation Office Job Posting

Enrolment Coordinator

The Opportunity

The Algonquins of Ontario (AOO) are looking to fill the critical role of Enrolment Coordinator. This position will have the unique and groundbreaking opportunity to support the Algonquin Negotiation Representative (ANRs) in their ongoing efforts to rebuild and revitalize the Algonquin Nation through the negotiation towards and implementation of a modern-day Treaty, while also working to enhance the Algonquin presence across the unceded AOO Settlement Area.

The Enrolment Coordinator will be working closely with Joan Holmes and Associates Inc (JHA), to provide administrative and procedural tasks related to all aspects of the enrolment process. This includes intake of new applications, recording data, assessing applications according to the Proposed Beneficiary Criteria, updating files, communicating with Community Liaison Supports and ANRs, providing applications and information to the Enrolment Review Board and the Algonquin Tribunal. It is paramount that all functions be done on a confidential basis and that materials are safeguarded according to established protocols.

About Us

The 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 provide 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.

About You

You are a genealogy administrator who:

- Has at least 3 years of relevant experience.
- Is passionate about the survival, rebuilding, and self-sufficiency of all Algonquin communities.
- Understands the detrimental and lasting effects of colonization on Indigenous people.
- Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the ANRs and other Indigenous clients, customers, and stakeholders.
- Previous experience in genealogy, Indigenous history, and culture.
- Detail-oriented with excellent planning, organizing, prioritizing, problem-solving and time management skills.



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- Strong oral and written communication skills with ability to foster unity, trust and establish cooperative working relationships with clients, colleagues, senior staff, the public and other governmental agencies.
- Knowledge of and experience working with database applications and genealogical software.
- Knowledge of and experience working with document security and safeguarding.
- High level of privacy and confidentiality with understanding of the importance of protecting personal information and documentation.
- Ability to demonstrate a professional image of the organization when interacting internally and externally.
- Demonstrated ability to deal sensitively with a wide variety of people and complex issues.
- Ability to work independently with good diplomatic skills.
- Ability to work within an office environment and work remotely through secure networking systems.

Additional Requirements:

- Bachelor's degree or equivalent experience in History, Geography, First Nations Studies and/or relevant experience focusing on Indigenous history and culture.
- Certification in Genealogy, such as a Professional Genealogist is preferred, but not required.
- Strong computer skills including database software and Microsoft Office Suite, iCompass
- Must hold a valid G Class Driver's License
- Must provide a clear criminal record check for working with vulnerable populations
- **Please note that based on the Ontario Vaccination Passport, proof of full vaccination against COVID-19 is required for in office and offsite work.**

Benefits

- **The rewards are plentiful!** Not only do you get to be part of historic and ground-breaking modern-day treaty that will leave a lasting impact with the Algonquin communities, but we also have a developed compensation range for this position (**\$45,000 - \$52,167**) and are at a time of critical growth.
- **Be proud of where you work.** The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.
 - **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
 - **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
 - **Manàdjiyàn: 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.



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- **Tebwewin: Truth:** Truth is to know all of these things.
- **We care about you.** Health and dental benefits, RRSPs, life and long-term disability insurances are just a few ways to show you that your well-being matters to us.
- **We work hard but also understand the importance of balance.** We operate on a standard of thirty-five (35) hours per week, recognize thirteen (13) statutory holidays, provide three (3) weeks of vacation to start and ten (10) paid personal days each year.

Interested in Learning More...

Please visit our website, www.tanakiwin.com and current opportunities to learn more about the Algonquins of Ontario.

How to Apply

So, what do you say? Are you ready to support the Algonquin Negotiation Representatives in their efforts to rebuild and revitalize the Algonquin Nation?

Qualified candidates are invited to submit their resume and a letter of introduction by 2:00 PM on Tuesday, January 25th 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.

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.