

JOB TITLE: Shingwauk Residential School Site Waa-Naadmaaged

POSITION STATUS: 2 Year Contract

LOCATION: Sault Ste. Marie, ON

SUPERVISION RECEIVED: CSAA President

SUPERVISION EXERCISED: Administrative Assistant
Community Facilitators
Events Coordinator
Other contractors as required

PRIMARY FUNCTIONS:

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| A. Shingwauk Residential School Site Search Support | 50% |
| B. Managing and Oversight of Project Resources | 40% |
| C. Other Duties | 10% |

Situated in Sault Ste. Marie on the former Shingwauk Indian Residential School site, now Algoma University, the Waa-Naadmaaged is a lead helper to and works collaboratively with the Shingwauk Residential School Site Project team on behalf of NORDIK Institute and reports to the Children of Shingwauk Alumni Association President. Together, the work involves the careful planning, implementation, and assessment of the search of the former Shingwauk Indian Residential School Site. The Waa-Naadmaaged is grounded spiritually and works from a trauma-informed lens, as this position is working in a highly sensitive area.

The Waa-Naadmaaged is responsible for the effective execution of the site search strategy and manages project resources on behalf of the CSAA. The incumbent is responsible for the oversight and management of the site search planning team including managing relationships and accountabilities to various stakeholders, data collection and management, project files and records oversight, budget development, monitoring and maintenance, and managing all activities related to the site search.

The incumbent must be able to handle a variety of tasks simultaneously, establish priorities, work independently, use good judgment and be comfortable with decision-making. The incumbent must be able to work with frequent interruptions to work flow which may create changes in priorities.

A. Shingwauk Residential School Site Search Support

- In collaboration with the CSAA and project team, develops and implements the Shingwauk Residential School Site Search plan
- Collaborating with the Shingwauk Residential School Centre and survivor community, establishes and implements a comprehensive data gathering

strategy to ensure the respectful gathering of sensitive information, data and personal information including survivor stories of the work associated with the site search; including any and all application to Research Ethics Boards and all community research protocols as applicable.

- Leads project researchers, videographers, and archivists to ensure the ethical collection of sensitive and important information and conducted in culturally respectful and appropriate ways; and are maintained with high quality and integrity
- Works respectfully with survivors in telling their truths through various mediums with a view to create teaching and learning resources that tells the truthful history of Indian Residential Schools
- Oversees the effective delivery of contracts for meetings and vendors as required
- Ensures oversight, coordination and proper resourcing of project events including planning and implementation of community engagement events, survivors gatherings, memorialization ceremonies, community gatherings in accordance with the project work plan and funding commitments.
- Manages protocol implementation in collaboration with the CSAA and relevant stakeholders.
- Manages project outputs and ensures timely delivery of project resources, works with suppliers (e.g. printers, sign companies) to ensure high-quality materials and deadlines are met
- Manages project budget and ensures adherence to NORDIK policies (and university policies, where they hold jurisdiction or where NORDIK has adopted the policies of the university)

B. Managing Project Resources

- Serving as the point of contact and liaison for the Shingwauk Residential School Site Consultant on the Algoma Shingwauk Site, the Waa-Naadmaaged negotiates contracts, ensures timely remuneration and that services are received efficiently and effectively
- Coordinates and establishes contractual arrangements with third party vendors for the provision of specialized and other services
- Provides direct supervision of project staff and contracted resources
- Ensures a high degree of confidentiality, demonstrates discretion, professionalism and good judgment in dealing with sensitive matters, shares pertinent knowledge in order to proactively address circumstances, and notify and brief project partners including the Nyaagaaniid in a timely fashion to mitigate potential problems or issues that arise.
- Manages project resources in accordance with university policy and procedures
- Prepares and executes financial reporting to funding agencies and provides financial reports to the project steering committee.
- Responsible for management of project budget and reconciliation of all accounts
- Employs a project management system to track and report on project priorities and milestones to various stakeholders, funders and senior management

- Manages project coordination meetings with various stakeholders and ensures meetings are effectively resourced and executed
- Ensures coordinated support to the site search project steering committee and securing resources for effective execution
- Manages all project resources including third party vendors and contractors to meet project deliverables
- Manages survivor community engagement sessions ensuring all resources are secured and delivered for the effective execution of engagement sessions

C. Other Duties

- Works with the CSAA and survivors to share their truth
- Other duties as assigned

Please note important working conditions below:

- Highly sensitive material that could be triggering emotionally, mentally and spiritually
- This position sometimes requires irregular hours of work, including weekends and evenings
- Ability to multitask and manage multiple projects at one time while meeting associated deadlines
- High demand for time management and ability to establish priorities

MINIMUM QUALIFICATIONS:

- Demonstrated experience in working with First Nation, residential school survivors, extensive knowledge of cultural supports, cultural support ceremonies, culturally based approaches to healing,
- Experience in managing project budgets, creating regular reports, maintaining and facilitating relationships with various stakeholders
- Knowledge and lived experience in Anishnaabe (First Nation, Métis, Inuit) cultural protocols, Indigenous knowledge and ceremonies
- Demonstrated knowledge of Indigenous histories and cultures
- Demonstrated ability to plan and implement new initiatives through a trauma informed lens
- Knowledge of and experience with cultural supports, ceremonies and Mental Health First Aid as asset
- Highly organized with excellent attention to detail, interpersonal, and communication skills (in-person/virtual)
- Ability to take initiative and work with limited supervision
- Experience with event planning management

- Competence in G Suite and/or demonstrated a high degree of competence in Microsoft Office Suite
- Basic graphic design skills would be considered an asset (i.e. creating professional presentations, documents, invitations, etc.)
- Excellent research skills, organizational and computerized record-keeping skills
- Understanding of and ability to uphold strict confidential regulations as per NORDIK and university policy
- Class G License required

START: As soon as possible.

Please submit a letter of application and CV to jude.ortiz@algomauca by Monday, May 16th, at 4:00 PM. Applications received by this deadline will be assured of consideration, though the posting remains open until the position is filled.

The position is subject to budgetary approval. The position is open to all qualified applicants, although preference will be given to Indigenous peoples, Canadian citizens and permanent residents of Canada. NORDIK Institute is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. NORDIK Institute invites and encourages applications from all qualified candidates from equity-seeking groups, (Indigenous peoples, racialized persons, women, persons with disabilities, and LGBTQQIP2SA+ persons) who may contribute to further diversification of our Institution.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by NORDIK Institute throughout the recruitment, selection and/or assessment process to applicants with disabilities. The successful candidate will be required to provide a Police Records Check (Vulnerable Sector) as a condition of employment.