



**Kinooomaadziwin Education Body**  
**REGIONAL LANGUAGE OFFICER (REC 4)**  
**Contract Opportunity** *(until March 31, 2025)*

**SUMMARY**

The Kinooomaadziwin Education Body (KEB) supports Participating First Nations (PFNs) of the Anishinabek Education System (AES) in the delivery of their education programs and services. The Regional Language Officer will be responsible to support the development of language resources and implement activities under a two-year language project funded through Canadian Heritage. This position reports to the Language Strategy Project Coordinator and works closely with Regional Education Council (REC) 4 and the REC Coordinator.

**RESPONSIBILITIES**

- Establish and implement a detailed workplan to guide regional language activities and deliverables until March 31, 2025.
- Work closely with the REC Coordinator to familiarize with regional language priorities and current language activities, projects, and initiatives.
- Work closely with the Language Strategy Project Coordinator to inform the development of a 10-year comprehensive language strategy for the AES.
- Liaise and engage with the PFNs and build positive working relationships with regional language speakers and champions.
- Report to the REC monthly on language project activities and collect feedback on ongoing activities.
- Plan and facilitate one regional resource development retreat each year.
- Develop language lessons and language resources for use by the Participating First Nations in the region. Collaborate with the KEB Communications Team on product development, branding and printing, as needed.
- Support and participate in the Anishinaabemowin Storytelling Gathering and the Anishinaabemowin Land-based Learning Gathering.
- Advise the Language Strategy Project Coordinator on regional budget requirements and manage project expenses at the regional level within the approved budget.
- Ensure effective evaluation, reporting and communication of the regional project activities and funding, as directed.

**EDUCATION and SKILLS REQUIREMENTS**

- Level of fluency of Anishinaabemowin is an asset.
- Post-secondary diploma/degree in Education, Administration, or a related field
- Extensive project management and budgetary experience
- Comprehensive understanding of First Nations issues and First Nations education
- Excellent verbal communications skills
- Excellent organizational skills
- Proven self-starter and self-motivator
- Ability to coordinate multiple tasks in a busy work environment
- Computer literacy (Microsoft Office)
- Strong interpersonal skills



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- Dependability and reliability
- Flexibility and adaptability to changing circumstances
- Creativity and innovation
- Ability to travel
- Valid driver's license and a satisfactory criminal records check

**HOURS OF WORK**

This contract opportunity requires the successful incumbent to be reasonably available from Monday to Friday during the regular business hours of 8:30 am – 4:30 p.m., with consideration that some programming may be offered during evenings.

**LOCATION**

The KEB head office is located on Nipissing First Nation, however, the Regional Language Officer position will be remote. Details of the office location of the Regional Language Officer will be dependent on the successful applicant, pursuant to the KEB policies. For a map of REC 4, please visit: <https://aes-keb.com/about-keb/>.

**CLOSING DATE**

Applications for this contract will be accepted until 4:30 p.m. on **Friday, September 29, 2023**.

**INTERVIEWS**

Interviews for this contract will be conducted between October 16-20, 2023.

**APPLICATIONS**

Please submit your resume, cover letter, and three references to:

Andrea Crawford  
Senior Operations Manager  
Kinooaadziwin Education Body  
Suite 100-132 Osprey Miikan  
North Bay, ON P1B 8G5  
[kebhr@a-e-s.ca](mailto:kebhr@a-e-s.ca)  
705-845-3634

***\* Preference will be given to members of the [Participating First Nations](#) or those of Indigenous ancestry. Only applicants selected for an interview will be contacted.***