



## JOB DESCRIPTION

### Our Vision:

*The Native Canadian Centre of Toronto is dedicated  
to helping all of our relations on their journey*

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The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

**I Job Titles:** Anishinaabemowin Program Coordinator

**II Employment Term & Work Hours:** Full-time Position, \$35-40/hour  
40-hour work week, flexible hours

**III Department:** Language Program

**IV Direct Report:** Executive Director

**V Job Purpose:**

This is an exciting opportunity to revitalize, maintain, and strengthen the Anishinaabemowin language through grant-funded initiatives designed to foster cultural preservation and growth. The program is structured in yearly phases, each guided by thoughtfully planned objectives, activities, and projects rooted in Indigenous knowledge systems and perspectives.

A central focus is collaboration with language and knowledge keepers, whose wisdom guides the development of resources and the engagement of intermediate to advanced Anishinaabemowin learners. This work aims to produce high-quality educational materials while inspiring students, instilling confidence, and fostering a deeper connection to culture, identity, and community.

Grounded in respect and responsibility, this role honours the privilege of working with knowledge keepers and contributes to a collective effort to safeguard and celebrate the richness of Anishinaabemowin for generations to come.

**VI Duties and Responsibilities:**

- Develop and implement an Anishinaabemowin language curriculum focused on teaching and inspiring intermediate to advanced students
- Research, source, and develop an Anishinaabemowin resource network including;
  - Anishinaabemowin speakers; Anishinaabemowin Language Keepers including Elders
  - Resource centres and community events in and around GTA, Sagamok, Manitoulin Island, Sudbury, and Sault Ste. Marie, Ontario to be used for studio rentals, and promoting workbooks and digital app
- Travel and document high-quality video recordings of Anishinaabemowin speakers from communities in the Greater Toronto Area, Sagamok, Manitoulin Island, Sudbury, and Sault Ste. Marie, Ontario
- Set up, test, and maintain professional lighting, microphone, video, and audio equipment for recording sessions.
- Ensure optimal audio-visual quality for all recordings, including proper calibration and positioning of equipment.
- Ensure accurate transcription of recordings into written text by working with speakers
- Integrate recorded materials effectively into the classroom curriculum; refer to proposal initiatives
- Develop educational materials derived from records and transcripts; refer to proposal initiatives
- Provide written reports, work plans, and participation forms and other reports as requested

Program: Language Program

Position: Anishinaabemowin Program Coordinator

Date: November 25, 2024

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- Identify and engage a skilled application developer within the program’s budget
- Develop and integrate content for the application, focusing on the Anishinaabemowin language curriculum through speaker recordings, transcripts, and workbooks
- Act as the primary liaison between NCCT and the vendor
- Coordinate with the application developer on system setup, configuration, and testing
- Evaluate and manage change requests; recommend strategies for using the system and data to optimize performance
- Lead the implementation process and provide ongoing support
- Oversee the promotion of the application, including planning and preparing advertising and promotional materials
- Market the application to communities across Ontario, including Toronto, Sagamok, Manitoulin Island, Sudbury, and Sault Ste. Marie
- Report project status updates to the designated team, individuals, or management as required.

**VII Qualifications:**

- Bachelor’s Degree in Indigenous Language or related field
- Minimum five years of teaching experience
- Minimum two years experience in a related leadership/management role
- Membership with the Ontario College of Teachers (OCT) or equivalent is an asset
- Ability to demonstrate a high level of Anishinaabemowin cultural and language comprehension
- Excellent communication in a teaching environment and ability to motivate language learning
- Proven ability in program development, implementation, monitoring and evaluation
- Previous experience in audiovisual setup and recording
- Strong technical skills and knowledge of professional recording equipment
- Strong personal and network-building abilities
- Excellent proficiency in the use of computers and various software applications
- Ontario Class “G” driver’s license
- Provide a 3-year uncertified driver’s abstract certificate.
- A clear Vulnerable Sector Police Check and Backcheck is required for this position.

**VIII Working Conditions:** Special working conditions may consist of working evenings and weekends, and traveling to various locations in Ontario. Ability to carry and transport recording equipment of up to 25lbs.

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***The successful candidate is expected to contribute positively to the implementation of the NCCT’s vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service. These are full and part time positions. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.***

***We thank all applicants for their interest however only those candidates selected for interviews will be contacted.***

***If this position interests you, please submit your resume and a cover letter to:***



**Elisabeth Pohl**  
**Executive Assistant**  
**[epohl@ncct.on.ca](mailto:epohl@ncct.on.ca)**  
**Position Open until filled**

**SUBJECT LINE:**  
**NCCT – Language Program: Anishinaabemowin Program Coordinator**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our Human Resources Manager at [tia.mistry@ncct.on.ca](mailto:tia.mistry@ncct.on.ca) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.