



# Omamiwinini Pimadjiwowin

The Algonquin Way Cultural Centre

## Manager, Culture and Language

### Omamiwinini Pimadjiwowin

**Supervisor: President, Board of Directors**

**35hrs/week - Fulltime, 1yr Term Contract – Possibility of Permanency**

**Starting Salary: \$72,800.00 annually**

**Deadline to Apply: Friday, June 05 at 4:00PM**

The Culture and Language Manager provides leadership and operational oversight for Omamiwinini Pimadjiwowin (OP), including programs, staff, budgeting, cultural initiatives, and the Manido Chiman Museum and Gift Shop. The role supports the preservation, revitalization, and promotion of Algonquin culture and language, while overseeing organizational reporting, human resources functions, and maintaining strict confidentiality in respect of the privacy of members of the Algonquins of Pikwakanagan First Nation and OP.

#### **DUTIES AND RESPONSIBILITIES:**

- Provide oversight, support and leadership to OP staff, summer students and volunteers;
- Manage all aspects of human resources, contracting, performance management, learning and scheduling while adhering to policies and guidelines;
- Facilitate research to inform pathways toward funding proposals, reports and actively seek donors contributions;
- Develop and maintain relationships and ongoing communications with OP partners. Not limited to Algonquins of Pikwakanagan registered members, the administration of the AOPFN, Provincial and Federal representatives, community organizations, school boards;

**For full Job Description please email [board@thealgonquinway.ca](mailto:board@thealgonquinway.ca)**

#### **BASIC REQUIREMENTS:**

- Post-secondary education in Business Administration, Management, Indigenous Studies, Cultural Resource Management, or a related field; or an equivalent combination of education and 3–5 years of directly related experience;
- Knowledge of and/or fluency in the Algonquin language or a closely related dialect is considered a strong asset;
- Experience working with not-for-profit organizations, including collaboration with Boards of Directors and committees;
- Demonstrated leadership and supervisory experience grounded in respect and reciprocity;

#### **CONDITIONS OF EMPLOYMENT:**

- Must provide and maintain a current CPIC – vulnerable sector check;
- Must have current CPR and First Aid certificate and/or be willing to take the training;

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

### Submit to:

The Algonquin Way Cultural Centre  
469 Kokomis Inamo– Unit 2, Pikwakanagan, Ontario, K0J 1X0

board@thealgonquinway.ca

### Subject Line: Manager, Culture and Language

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

### Hiring Preference:

Preference will be given to Indigenous candidates, particularly of Algonquin ancestry.

Applicants are encouraged to self-identify and may be asked to provide proof of ancestral and contemporary ties to Indigenous identity and community (as requested)

## What Omamiwinini Pimadjwowin Offers:

### Employee Benefits:

- Paid Sick Days
- 4% Vacation
- Extended Benefits
- 14 Provincial and Federal Statutory Holidays
- Half days on days prior to Statutory Holidays
- Holiday Shutdown – Conditions Apply

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups. OP is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.