

# KITCHENUHMAYKOOSIB INNINUWUG DIBENJIKEWIN ONAAKONIKEWIN PՐヘコdパ ムσσϤʹ ハンプワタム トヘdσタムウ

#### POSITION DESCRIPTION

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Position Title: Anishininiimowin-English

Translator (Written)
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Hours of work Full-time, 35 hours per week

Location: Kitchenuhmaykoosib Inninuwug ("KI"), Sioux Lookout, or Thunder Bay, ON

Reports to: Ayamowin (Communications) Manager

**WHO WE ARE:** Kitchenuhmaykoosib Inninuwug Dibenjikewin Onaakonikewin ("KIDO") is the KI Family Law and its Maamao Dibenjikewin Kanawaabajikewin ("MDK") service model carries out child and family services, but KIDO is much broader than mainstream services. It is specific to KI Nation and is an important exercise of Miinikozowin (inherent power) by KI and aims to restore kayaash egwa miina ahchaako kikinohamaakewinan (traditional and spiritual teachings of KI).

**VISION STATEMENT**: To reach a goal of a healthy self, healthy dibenjikewin (family), and a healthy community. Our ancestors held everything sacred and thanked Kishe-Manido (Creator) for all that had been given, including the foundation to guide a strong community composed of healthy dibenjikewinan (families) who are raising awaashishag (children) and/or oshkaadizag (youth) grounded in their culture and language.

## POSITION SUMMARY

The Translator (Written) for Kitchenuhmaykoosib Inninuwug Dibenjikewin Onaakonikewin (KIDO) will provide Anishininiimowin-English translation for all written materials. The Anishininiimowin translation on computer will be written in both Roman orthography and syllabics, using a syllabics font and keyboard.

The Translator will have advanced fluency and vocabulary in Anishininiimowin. Serving Kitchenuhmaykoosib Inninuwug (KI), she/he will play an important role in helping KIDO to fulfill



## KITCHENUHMAYKOOSIB INNINUWUG DIBENJIKEWIN ONAAKONIKEWIN PՐ℄⅂ⅆℰ ΔσσϤʹ ハンプワログ ト℄ⅆσցΔ·

its mission to "revitalize our values, principles, customs, language, and kayaash egwa miina ahchaako kikinohamaakewinan, so that we can support our dibenjikewinan to raise our awaashishag and oshkaadizag in healthy homes within our community."

Reporting to the Ayamowin Manager, the Translator works in close cooperation with other KIDO Ayamowin (Communications) staff, such as the Graphic Designer and the Oral Translator/Multimedia Producer. This is a full-time position. Duties will generally take place during regular KIDO operating hours, but the Translator will sometimes have to work flexible hours to fulfill requirements of the job.

### **KEY RESPONSIBILITIES**

- Provide Anishininiimowin-English translation for all KIDO Ayamowin (Communications)
  written materials, from reports and newsletters to training manuals and marketing
  brochures.
- Provide Anishininiimowin-English translation/transcription of interviews conducted by the Multimedia Producer and other Ayamowin staff.
- Proofread and self-edit translated materials.
- Collaborate closely with the Ayamowin Graphic Designer for the design of Anishininiimowin documents. Provide written English labels/instructions to the Graphic Designer for this purpose and discuss related details as necessary.
- Collaborate with and assist other Ayamowin staff with multimedia production duties as required, such as writing Anishininiimowin subtitles for videos or blurbs for social media posts.
- Collaborate with and assist other KIDO departments, such as Human Resources and Training, in the development of Anishininiimowin written materials for employee recruitment and training.
- Working closely with the Ayamowin Translator (Oral)/Multimedia Producer, contribute to the development of goals, strategies, and plans for KI Anishininiimowin retention and revitalization. Lead related KIDO activities. Liaise and collaborate with other KI programs focused on Anishininiimowin retention & revitalization.
- Maintain an organized electronic and hard copy filing system for all translation work.
- Research, itemize and catalogue Anishininiimowin terms related to the delivery of KIDO services.



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- Monitor social media for KIDO story ideas and for commentary about KIDO that may require a response.
- Travel as required, primarily between KIDO locations in KI, Sioux Lookout, and Thunder Bay.

### **QUALIFICATIONS**

- Advanced fluency and vocabulary in the Anishininiimowin language, with a passion for its revitalization and retention.
- Excellent communication skills in both Anishininiimowin and English.
- Experience as an Anishininiimowin-English written translator, and able to translate from English to Anishininiimowin in both syllabics and Roman orthography. This experience should include translation on a computer, using a syllabics font and keyboard.
- Specialized education and/or training for work as a Translator would be an asset.
- Advanced knowledge and understanding of Kitchenuhmaykoosib Inninuwug's distinct history, culture, traditions, and values, and of contemporary life in the community.
- Commitment to the KIDO vision, mission, and principles.
- Excellent organization and time management skills to simultaneously manage multiple translation projects, tasks, deadlines, and filing.
- Working knowledge of Microsoft Office computer programs.
- Self-motivated and able to work independently.
- Excellent interpersonal skills for working collaboratively with other KIDO Ayamowin (Communications) staff and as part of cross-functional KIDO teams.
- A valid Ontario driver's licence would be an asset.
- A Criminal Record Check, with a Vulnerable Sector Check, is required.

#### **HEALTH & SAFETY**

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards, and all incidents and injuries, as well as by co-operating with any measures introduced in the workplace to improve health and safety.



### KITCHENUHMAYKOOSIB INNINUWUG DIBENJIKEWIN ONAAKONIKEWIN

## ΡΓαΤΙΤΙ ΔσσΦ\\ ΠΥ<sup>Σ</sup>Γ9Δ<sup>2</sup> ΝαΙσ9Δ<sup>2</sup>

To apply for this Translator (Written) position, please send a cover letter and your resume by 5 p.m. on Friday, December 6, 2024, to:

**KIDO Director of Services** 

Box 214, 1017 Nuhmaykoos Road Big Trout Lake, ON

POV 1G0 Fax number: 1-807-537-0044 Email: hr@kido209.ca