

JOB OFFER



Ojitodan Project – Digital Platform for the Anicinabe Language

ADMINISTRATIVE ASSISTANT– LANGUAGE

Type: Employee

Duration: 52 weeks

Schedule: 35h/week

Location: Remote/From home (Virtual)

Salary: 21\$/h

Start date: October 26, 2026

At the heart of Anicinabe Aki, Minwashin is a cultural organization dedicated to supporting, developing, and celebrating Anicinabe arts, language, and culture. Guided by a shared vision for the future of Anicinabemowin, the organization is committed to ensuring the sustainable development of the language in harmony with the values and realities of both present and future generations.

To achieve this, Minwashin has undertaken a major strategic planning process with Anicinabek communities' members, who are speakers of the Anicinabe language. This collaborative effort led to the creation of the Ojitodan project ("Let's do and build something together"), which will be implemented from 2024 to 2028.

About the Project

Ojitodan is a project aimed at supporting the reappropriation, transmission, and vitality of Anicinabemowin, using digital tools rooted in Anicinabe knowledge, cultural practices, and territories. Central to this work is the collection and organization of linguistic data, which serve as the foundation for developing educational resources and building the digital platform.

The Ojitodan Project is hiring an Administrative Assistant–Language to support the development of a digital platform designed by and for the Anicinabek.



Job Description

The Administrative Assistant - Language will actively contribute to the promotion of Anicinabe linguistic resources. Under the supervision of the Ojitodan Project Director and in collaboration with the Ojitodan team, the selected candidate will be responsible for the following:

- Sorting and organizing Anicinabe lexical resources from a variety of sources;
- Structuring linguistic data for digital dictionaries;
- Supporting the collection of digital or physical inventories; and
- Occasionally meeting with speakers and language committees across Anicinabe territory (as per the mandate).

Skills and experience

This position is open to anyone motivated to learn and contribute to the revitalization of Anicinabemowin. The following skills and qualities are particularly sought:

- An interest in the Anicinabe language, culture, and the transmission of Anicinabe knowledge.
- The ability to work independently, especially on a computer.
- A strong attention to detail and initiative.
- Good writing skills.
- Proficiency in French or English, both spoken and written.
- Basic knowledge of the Microsoft 360 Suite.
- An interest in digital media, technology, or programming (a plus, not a requirement).

~~~~~

This position is intended for individuals eligible for employment assistance measures.

To apply for this position, please email your resume and a brief cover letter to: [info@minwashin.org](mailto:info@minwashin.org)

**Application deadline: October 16, 2026, at 4 P.M.**

Please note that only candidates selected for an interview will be contacted.

Priority will be given to applicants who are members of the Anicinabe Nation.

