



# Algonquins of Ontario Consultation Office Job Profile

AOO Archaeological Liaison

<b>Title:</b>	<ul style="list-style-type: none"> <li>• <b>Algonquins of Ontario (AOO) Archaeological Liaison</b></li> <li>• This opportunity is open to members of the 10 AOO communities. We ask that you please identify which Algonquin community you are connected to in your application</li> </ul>
<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>• Cultural Heritage Advisor</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• At fieldwork locations across the AOO Settlement Area</li> <li>• AOO Consultation office Pembroke <ul style="list-style-type: none"> <li>➤ When you are not in the field, a hybrid work environment may be available from your place of residence</li> </ul> </li> </ul>
<b>Position Start Date/End Date:</b>	<ul style="list-style-type: none"> <li>• Contract position</li> <li>• June/July 2023 – August 31<sup>st</sup>, 2023 with the possibility of extension depending on availability of additional funding and candidate availability</li> </ul>
<b>Pay:</b>	<ul style="list-style-type: none"> <li>• \$18.00/hour</li> </ul>
<b>Please send your application to Kathleen Forward at <a href="mailto:kforward@tanakiwin.com">kforward@tanakiwin.com</a></b>	

## General Background

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi<sup>1</sup> and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiate a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial

<sup>1</sup> The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as “Kichisipi”, “Kichissippi”, “Kitchissippi” and “Kichissippi”



# Algonquins of Ontario Consultation Office Job Profile

AOO Archaeological Liaison

Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

## The Teachings of the Seven Grandfathers

- **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
- **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
- **Manàdjìyàn: Respect:** To honour all Creation is to have respect.
- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.
- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.
- **Sàgìhidiwin: Love:** To know Love is to know peace.
- **Tebwewin: Truth:** Truth is to know all of these things.

## Position Summary

*The AOO Archaeological Liaison will be responsible for attending archaeological fieldwork throughout the AOO Settlement Area, reviewing Archaeological Assessment reports, cataloguing of artifacts, and assisting the Cultural Heritage Advisor in other cultural heritage related administrative tasks.*

## Job Duties

*The specific responsibilities outlined within the job description are reflective of the duties and expectations of the position. Employees may perform other duties and tasks as required to meet the needs of the operation.*

*Based on previous experience and willingness to broaden the understanding of the Algonquins of Ontario heritage and culture, the following summarizes the responsibilities of the role.*

### Requirements

- This opportunity is open to members of the 10 AOO communities. We ask that you please identify which Algonquin community you are connected to in your application
- All candidates must have reached the age of 15 upon commencement of employment.
- Candidates must be employed full time for a minimum employment contract length of 232 hours or 32 days at 7.25 hours per day.
- Candidates must be residents of Ontario during the period of employment.
- Candidates must be eligible to work in Canada and have a Social Insurance Number (SIN).
- Candidates should be living in Ontario at the time they start work.
- Have a Valid Class "G" Driver's License with access to a dependable personal vehicle or the ability to access reliable transportation to and from place of work
- The ability to work a flexible schedule, including weekends
- The ability to travel in remote locations with limited cellphone coverage in all weather conditions
- Must be able to lift up to 20 kg (44 lbs)



# Algonquins of Ontario Consultation Office Job Profile

AOO Archaeological Liaison

## General

The AOO Archaeological Liaison Program is about: 1) Representation; 2) Advocating; and 3) Capacity-Building

1. *Representation:* As an AOO Archaeological Liaison you represent Algonquins interests and concerns while you are at an archaeological site and when handling tangible items (artifacts) from Algonquin culture
2. *Advocating:* The candidate will be an advocate for Algonquin interests and concerns while on site in front of the consultant archaeologist and for the proponent. It is important the consultant archaeologist understands and is educated on the unique cultural profile of the AOO Settlement Area (quartz, ancient shorelines, and archaeological potential in rocky, steep, or wet areas are good discussion topics)
3. *Capacity Building:* You (the candidate) are actively building capacity within Algonquin communities. You are building interest in archaeology and an interest in higher education among Algonquin people; the archaeological liaison will gain experience and skills that will be immediately transferable to other consulting archaeology jobs. In addition, the position would assist the candidate if they chose to take Anthropology or Archaeology at university

## Specific

- The AOO Archaeological Liaison is responsible for reviewing any previous archaeological reports related to the particular project prior to working in the field
- The Liaison will take part in various archaeological field work projects throughout the Algonquins of Ontario Settlement Area. Fieldwork can include participating in Stage 1 through Stage 4 archaeological assessments. Some of the work may include Traditional Knowledge accumulation and sharing, providing location/community histories, pedestrian surveys, test pitting, artifact identification/collection and site documentation
- Scanning of archaeological assessment reports contained in the AOO Consultation Office
- Cataloging of artifacts that have been repatriated to the Algonquins of Ontario
- Assist the Cultural Heritage Advisor in other culture related administrative tasks
- The AOO Archaeological Liaison will interact with general public and industry/sectoral partners by being present at archaeological sites during fieldwork. Further, the AOO Consultation Office is a public office and can receive visitors (public or AOO members) during the day. When the Liaison is not at the site, the Liaison may be at the Consultation Office completing lab and archaeological administrative duties
- In coordination with the Cultural Heritage Advisor, develop and implement strategies for keeping Algonquin community members aware of initiatives, programs, policies and procedures pertaining to culture and heritage and actively participates in education and communication to Algonquin Communities.
- The AOO Archaeological Liaison will perform various archaeologically-related administrative tasks
- Perform other activities and duties as directed within the position's mandate and expertise

## Expenses and Reimbursements

- The candidate will be reimbursed for any fieldwork time, mileage, accommodations, and meals



# Algonquins of Ontario Consultation Office Job Profile

*AOO Archaeological Liaison*

- The candidate will not be reimbursed for regular commutes to the AOO Consultation Office

## **Vacation**

- Vacation pay is accrued at a rate of 4% of the Employee's annual gross earnings. Vacation pay will be paid on every pay period
- Vacation time must be booked in accordance with organization practice

## **General/Statutory Holidays**

- Thirteen (13) days, entitlement as per the Canada Labour Code and Employer practices

## **Public Holidays**

- I understand that to be entitled to public holiday pay I must work the scheduled shift before and after the recognized holiday

## **Mental Effort**

Tasks require significant attention to detail and focus, working within strategic directions with responsibility for developing processes, controls and action plans.

## **Physical Effort**

Long periods of time sitting/restrained with minimal opportunity to set aside a task or document due to urgent deadlines or intense concentration due to the complexity of activities. More than 3 hours of computer work and audio-visual strain.

## **Working Conditions**

### **Physical Working Environment:**

In and out of office environment on a regular basis. Outdoor activity required in inclement weather. Walking in difficult terrain. Frequent work travel (daily/weekly)

### **Challenging Working Conditions:**

Regular contact with challenging individuals, providing professional and specialized problem-solving approaches to calm or respond to volatile individuals and situations such as when making public and conference presentations.

## **Acknowledgement & Agreement**

The above profile reflects the general details, skills, responsibilities, effort and working conditions considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job.

Job Profiles are not all-inclusive. This Job Profile describes the general nature and level of work being performed by employees assigned to this position. Employees may perform other related duties and tasks as required to meet the needs of the operation.

The AOO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.



# Algonquins of Ontario Consultation Office Job Profile

*AOO Archaeological Liaison*

---

Please send your application to Kathleen Forward at [kforward@tanakiwin.com](mailto:kforward@tanakiwin.com)