

Indigenous Language Project Coordinator

Yellowhead Tribal College

Competition No. -

Posting Date – July 4, 2024

Closing Date – upon suitable candidate

Position Type - **Full Time -**

Salary Range - **\$\$58,675.20 - \$81,208.56 per year**

Hours - **35 per wk**

This position is an annual contact position, to end December 2024

The Yellowhead Tribal College is located in Treaty 6 territory and consists of four first nations: Alexander First Nation, Alexis Nakota Sioux Nation, O'Chiese First Nation, and the Sunchild First Nation. Given that there are 3 distinct languages and cultural perspectives to consider when coordinating this program.

Reporting to the President of the college, the Project Coordinator will be accountable for the ongoing administration of the Supporting Indigenous Language Revitalization (SILR): Building Capacity for Community-led Indigenous Language Revitalization in Canada Project. The Project Coordinator is both a self-starter and team-player who will champion and support Indigenous language revitalization both within the College and externally. The Project Coordinator will develop resources and curriculum to support language revitalization.

The project will be delivered through three objectives:

1. **TEACHING:** Increase the number of teachers (formal and informal) capable of weaving Indigenous pedagogies into their language teaching practice.
2. **KNOWLEDGE:** Co-development of high-quality and relevant tools and materials for Indigenous language teachers and learners
3. **RELATIONSHIPS:** Effective relationships with our nations is crucial for the success of this project; as our nations are the knowledge keepers of the language and culture. While gathering this knowledge, cultural protocols are crucial and must be adhered.

Duties

The Project Coordinator will play a central role in communication, coordination, and engagement in relation to the structure of the project and, as such, will:

- provide strategic support
- maintains work plan and monitor the activities, outputs, and timelines
- plan and implement engagement opportunities for students, staff and partners
- develop a communication strategy and play a central role organizing, implementing and communicating engagement initiatives and events
- develop and implement effective tools and tactics to enhance the profile and reputation of the SILR project
- support and maintain good working relationships with project personnel, internal and external partners
- facilitate land based teaching and learning gatherings
- helps mobilize and disseminate knowledge and evidence from research and evaluation to have an impact on target populations and key stakeholder groups in the community through a variety of knowledge mobilization activities
- keep up to date of emerging trends, tools and learning about Indigenous language revitalization community engaged research and knowledge sharing
- supports and manages the development of presentations, online tools and materials for effectively sharing with diverse publics

Qualifications

- An undergraduate degree in a related field; equivalent combinations of education and experience would be considered

- Minimum of four years of relevant project direction and communications work experience, preferably with Indigenous communities, organizations, and educational institutions
- Ability to communicate with individuals from a variety of organizations and backgrounds.
- First Nations, Métis, and Inuit people are encouraged to apply. Having an Indigenous-lived experience would be preferred. Preference will be given to an Indigenous language speaker
- Experience and proficiency in building and maintaining relationships with a broad and diverse range of stakeholders and project participants, including strong skill in diplomacy, is a necessity.
- Knowledge and experience with protocols and procedures for working with Indigenous populations
- Knowledge and experience with hosting community engagement opportunities
- Excellent written and oral communication skills, organizational and interpersonal skills
- Proven computer proficiency in Microsoft Office Suite and Google Applications; experience with Peoplesoft considered an asset

Along with your resume, please submit a cover letter stating your qualifications and the names of three references.

How to Apply

Apply Online

Note: Online applications are accepted a suitable employee is found

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.