



Native Council of PEI

Job Posting – (Language and Drumming Facilitator)

Job Title:	Language and Drumming Facilitator	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$20 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-629-1541	Date Posted:	January 26, 2024
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention: Human Resources

Subject Line: (Job Title)

Fax Number: (902)368-7464 Email: humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Language and Drumming (L&D) program consists of two distinct parts: Part 1 consists of activities to be carried out weekly in each Zone with participants across PEI. Part 2 is the creation of resources from or based on those activities. All activities and resources are to include Mi'kmaq and other Indigenous languages spoken by NCPEI members at the beginner to intermediate level. The facilitator will work with the coordinator to be sure program tasks are completed.

ROLE AND RESPONSIBILITIES

- Assist with delivery of 4 evening classes per week, each two hours in length (three in person, plus one online).
- Assist with class preparation – booking venues, arranging refreshments, contacting participants.
- Assist Language and Drumming Coordinator with the creation of learning materials.
- Updating/developing resources to be used in language classes.
- Reach out to youth members to participate.
- Create weekly language videos to promote programs on social media.
- Monthly reporting on all program activities.
- Ensure expenses are reconciled monthly.
- Take direction from the program coordinator to ensure deliverables are met.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Experience in facilitating programs and educational sessions.
- Some knowledge of the Mi'kmaq language would be considered a strong asset.
- Post-secondary education is considered an asset.
- Demonstrated success in working with Indigenous organizations and communities is considered an asset.
- Valid driver's license and daily access to a vehicle.
- Required to work evenings and weekends.
- Complete vulnerable sector check.