



Native Council of PEI

Job Posting – (Language and Drumming Coordinator)

Job Title:	Language and Drumming Coordinator	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$22 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: (Language and Drumming Coordinator)

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

Job Description

POSITION SUMMARY:

The Language and Drumming (L&D) Program will work toward continued revitalization of language among the off-reserve Indigenous population of PEI. It will continue to build on the previous L&D programs, expanding the language resources available, incorporating more complex words and phrases to move into conversations, and adding other cultural elements to enhance the language skills developed.

ROLE AND RESPONSIBILITIES

- Work with Mi'kmaq language instructors to prepare weekly lesson plans, including activity/language worksheets for participants.
- Invite speakers of other Indigenous languages to share words and phrases in their language with the class.
- Integrate traditional Indigenous activities into classes.
- Record Word of the Week video and, with permission, other activities.
- Update/develop resources to be used in language classes.
- Invite Elders and Knowledge Keepers to provide traditional activities/teachings.
- Reach out to youth members to participate.
- Organize and deliver an annual 2-day language and culture retreat to include land-based traditional teachings, crafts, music, dance, and other cultural activities.
- Create and update a toolkit for each of the three Zones: Prince County, Queens County, Kings County.
- Update existing Language Resource Manual with new content based on class activities.
- Complete monthly and quarterly reports
- Ensure all expenses for the month are reconciled and program budget is followed.
- Provide a monthly summary of all program activities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum 2 years post-secondary education in a related field or equivalent education/experience.
- Demonstrated success working with social media (Facebook, YouTube, etc.)
- Demonstrated success working with off-reserve Indigenous communities is considered an asset.
- Ability to collect and compile data and prepare written reports.
- Valid driver's license, a reliable vehicle and a vulnerable sector check are mandatory.

