



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:	\$23 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-629-1541	Date Posted:	April 1, 2026
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

Email: humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Language and Drumming Coordinator will be expected to build on the successes of previous language programs of the NCPEI. The Coordinator will continue to develop the knowledge of program participants through weekly language activities and drumming classes, and creation of language videos in each of the three zones of PEI (Zone 1 Prince County, Zone 2 Queens County, Zone 3 Kings County). A key goal of this program is to strengthen Indigenous cultural identity by assisting with preserving and revitalizing the Indigenous languages and cultures of the many different Nations/Tribes who call PEI their home.

ROLE AND RESPONSIBILITIES

- Work collaboratively with the Language and Drumming Instructors to plan and schedule activities in each Zone.
- Connecting with and engaging members with knowledge of Indigenous languages and cultures who are willing to share their knowledge.
- Responsible for language program resource collection, learning materials and distribution.
- Ensure that the Language and Drumming Instructors are kept informed and up to date on resources, networks, and services of the program.
- Assist in the development and delivery of learning objectives, publications, and resources.
- Work collaboratively with the Language and Drumming Facilitator for the delivery of weekly language and drumming classes within each Zone.
- Responsible for overseeing the project workplan, lesson plans and budget.
- Responsible for maintaining and supplementing the video archive of the language program.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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