



Job Description: Culture and Language Program Coordinator

POSITION TITLE: Culture and Language Program Coordinator

DEPARTMENT: Culture and Language

CLASSIFICATION: MGO-05 to MGO-06

SALARY RANGE: \$55,000.00 to \$77,681.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: Culture and Language Program Manager

Brief Overview:

Métis Nation–Saskatchewan (MN–S) is looking for 3 strong individual that has a passion for culture and language and is an exceptional communicator, and a natural problem solver. Under the direction of the Culture and Language Program Manager, the Program Coordinator is responsible for providing, planning and developing cultural and language programs to meet the current and future needs of the Culture and Language department at MN–S. To be successful in this position, you'll need to be committed to quality standards, and ensure adherence to, and provide input on, appropriate policies, procedures, and standards in your day-to-day work.

Key Responsibilities:

- Lead MN–S Culture and Language projects or programs
- Plan and develop Cultural and Language programs and services.
- Plan and support the development of Language/Cultural based programs
- Preparing planning and educational documents and resources
- Providing direction to early learning teams on the planning, development, and implementation of effective programs
- Develop Briefing Notes for department and provincial discussions
- Maintaining and cataloging resources for distribution
- Coordinating workshops or conferences on topics with resource personnel
- Designing and preparing program content, determining format and arranging for resource distribution
- Prepare and provide ongoing program supports and data to ensure successful project delivery and administration



- Serving on committees as required
- Prepare reports which may include monthly, quarterly, and annual reports on early learning and education
- Build and maintain strong partnerships with early learning and education service providers across the province
- Evaluate resources, advise on implementation, and research outcomes of new or existing programs.
- Other duties/responsibilities as determined by the Culture and Language Program Manager

Qualifications:

- Bachelor degree in Education/Administration/Linguistic/Language or related discipline or equivalent experience.
- 2+ years of progressive experience.
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs including Outlook, Word, Publisher, Excel, PowerPoint, and Access.
- Ability to speak or know the Michif Language

Knowledge and Skills:

- Proven experience in a previous similar role
- Knowledge of the structure and policies of federal, provincial and MN-S
- Knowledge of strategic and operational planning
- Budgeting skills, projection and monitoring
- Familiarity with conducting data analysis and reporting statistics
- Willingness to work within a team environment
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities
- Outstanding organizational skills
- Diligent with great attention to detail
- Excellent communication skills with the ability to present and explain different topics
- Excellent work attendance
- Exceptional planning, organizational, analytical, leadership, interpersonal, decision making, oral and written communication skills.
- Ability to travel

Additional Requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please **submit resume, references, and cover letter to hr@mns.work by 11:59 pm on March 28, 2023.**
- Must be fully vaccinated for COVID-19.



Only candidates selected for an interview will be contacted.

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN—S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

