



EMPLOYMENT OPPORTUNITY

CULTURE AND LANGUAGE RESOURCE COORDINATOR

POSITION TITLE	Culture and Language Resource Coordinator
DEPARTMENT	Administration
SALARY	\$ 40, 000 per annum
TERM	Term, Full-Time (to March 26, 2026)
OFFICE LOCATION	Gold River Health Centre 311 Beechill Road, Chester Basin NS B0J 1K0
ESTIMATED START DATE	October 2024

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Culture and Language Resource Coordinator, reporting to the Community Enhancement and Cultural Development Officer, is responsible for coordinating, and supporting cultural programs, events and activities, providing opportunities to enhance cultural awareness, traditional knowledge transfer and promote overall healing and wellness within Wasoqopa'q First Nation (WFN) communities.

ESSENTIAL FUNCTIONS AND DUTIES

- Support the coordination of cultural programs, events and activities for WFN members and families
- Support all current WFN language initiatives and programming
- Establish and maintain culture and language focus groups, including Elders and Knowledge Holders across WFN communities
- Collaborate with the Community Enhancement and Cultural Development Officer to establish and implement a culture and language workplan that supports WFN's overall culture and language plan and objectives
- Build and strengthen relationships with staff, Elders, Knowledge Keepers, providing assistance and support for ceremony and language initiatives, as required
- Collaborate, build and maintain a relationship with the WFN health and NADACA teams, and other Community Language Coordinators to provide culture and language support as needed
- Coordinate connection with Elders and or traditional resources to conduct language, ceremonies, teachings and or programs to support traditional language and knowledge recovery



- Assist in the coordination of community culture and language workshops and presentations (examples: traditional medicines, traditional food, language lessons)
- Arrange community capacity building to support families in teaching children the Mi'kmaw language at home
- Organize and facilitate culture and language workshops, programs and activities or provide support with resources and assist with guest speakers
- Support the development of proposals to secure funding to support culture and language programs, events and activities in WFN communities
- Coordinate communications for culture and language programs, events and activities with staff and WFN communities
- Acquire, maintain and care for culture and language educational tools and resources (examples: traditional and or sacred items, language resources, books, art)
- Support general public requests for ceremonies and cultural educational initiatives that promote Wasoqopa'q First nation and an understanding and appreciation of Mi'kmaw language, culture and heritage (examples: Mi'kmaw History Month, National Indigenous Peoples Day, National Day of Truth and Reconciliation)
- Assists in the development of culture and language promotional materials (examples: pamphlets, brochures and posters) as required
- Support the Community Enhancement and Cultural Development Officer in preparing reports for the Indigenous Language Committee (ILC) and other funders
- Adhere to all Wasoqopa'q First Nation Policies & Procedures
- Other duties, training and activities related to the position, as required

QUALIFICATIONS

- WFN Member
- Diploma in Indigenous or Mi'kmaq studies or combination of 3 years work related experience within a Mi'kmaw community
- Knowledge and experience working in a Mi'kmaw community
- Strong knowledge and awareness of Mi'kmaq culture and heritage
- Ability to speak the Mi'kmaw Language is considered an asset
- Valid Driver's License and reliable vehicle
- Criminal Record Check and Vulnerable Sector Check upon hiring
- Child Abuse Registry Check every two years upon hiring

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Strong multitasking skills, ability to prioritize tasks and meet deadlines
 - Effective organization and time management skills
 - Proficiency in working with computer and associated programs
 - Excellent interpersonal skills
 - Exceptional oral and written communication skills
 - Strong public speaking, presentation, and facilitation skills
 - Ability to prepare funding proposals and maintain budgets
 - A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion
 - Demonstrated adherence to integrity, confidentiality, and sincerity, commitment to maintain standards of conduct and sound work ethic
 - Ability to work with the public, staff and WFN members and families
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WORKING CONDITIONS

- Hours of work are expected to occur during regular WFN office hours, Monday to Thursday, 8:00 am to 5:00 pm, some evenings and or weekends may be required to support events, activities and ceremonies
- Travel may be required to attend meetings, sessions and or workshops to support the administration of the education and employment programs and this may require driving for significant periods of time
- Travel and meetings may fall outside of regular working hours
- A valid driver's license and access to reliable transportation is required
- A great deal of time is spent working indoors in a well-maintained office environment with modern and up-to-date equipment
- Long periods of sitting and working with office equipment and computer can occur

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote CLC# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, this position has been designated for an Indigenous person.

DEADLINE TO APPLY

Deadline to Apply: October 16, 2024

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.