



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Incentive Project Language Coordinator

Department:	Nawash Social Services
Program:	Nawash Social Services
Reports To:	Social Services Supervisor/ Welfare Administrator
Hours of Work:	Up to 21 hrs per week and on special occasions (Hybrid-remote)
Wage:	Level 4 (\$25.44 - \$31.63 per hour)

JOB PURPOSE

The Language Coordinator will manage the administration and delivery of the Nawash Anishnaabemowin Incentive Project Expansion. This role is essential for preserving and promoting Anishnaabemowin through structured classes, cultural gatherings, and learner engagement. The coordinator ensures smooth operations, supports instructors, and fosters a positive learning environment for all participants.

KEY DUTIES AND ACCOUNTABILITIES

- Coordinate and oversee day-to-day operations of the language program
- Develop and implement teaching strategies to enhance language learning
- Organize and manage two cohorts (beginner and intermediate), up to 20 learners each
- Schedule and facilitate one 2.5-hour class per week for each cohort
- Plan and host monthly language gatherings and a final cultural camp
- Recruit, contract, and support instructors; manage payments and program budgets
- Oversee learner incentives and participation supports (childcare, transportation)
- Maintain accurate attendance, progress records, and prepare reports for Supervisor
- Ensure program compliance with the Coldwater Trust purposes and community objectives

REQUIREMENTS

Education and Experience:

- Degree in Education, Social Services, or related field OR equivalent experience
- Experience in program coordination, preferably in educational or community settings
- Familiarity with teaching strategies and methodologies

Designations, Licences & Requirements:

- Valid Ontario "G" Driver's License
- Criminal background and/or vulnerable sector check
- WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training

Knowledge, Skills & Abilities:

- Strong organizational and administrative skills
- Excellent communication and interpersonal abilities
- Ability to work independently and collaboratively
- Knowledge of Anishnaabemowin language and culture (asset)
- Proficiency in Microsoft Office and virtual learning tools

PROBLEM SOLVING & COMMUNICATION

- Effective interpersonal skills
- Excellent oral, written and non-verbal communication and interpersonal skills
- Strong communication skills to provide information to the public and to clients (including to clients who are in-crisis)
- Maintain composure and patience with difficult clients
- Ability to maintain a high degree of objectivity
- Ability to utilize effective stress management and time management strategies

DECISION MAKING & IMPACT

- Ability to make independent decisions regarding scheduling, program delivery, and learner engagement
- Responsible for resolving issues related to attendance, instructor support, and program logistics
- Decisions directly impact program success, learner satisfaction, and cultural preservation efforts

SAFETY RESPONSIBILITIES

- Ensure compliance with Health and Safety Policy and Procedures
- Advise instructors and learners of potential hazards during gatherings and classes
- Take reasonable precautions to protect participants and staff during in-person events
- Promote safe practices in virtual and physical learning environments

WORKING CONDITIONS

- Physical Demands: Sitting, typing, occasional lifting (up to 10 lbs)
- Environment: Office-based with some travel for events; hybrid/remote flexibility
- Mental Effort: Requires attention to detail, multitasking, and managing deadlines; ability to handle occasional stressful situations calmly

This job description is intended to convey essential information and is not an exhaustive list of duties or responsibilities.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date