



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Community Language Engagement Coordinator
Posting Type: Internal/External
Program/Department: Education
Location: Tyendinaga Mohawk Territory, ON
Position Type: Full Time
Duration: Permanent Position
Posting Closes/Deadline: March 24, 2024 at 11:59 p.m.
Tentative Interview Dates: TBD
Salary Range: Pay Grade C (*Annualized Salary* - \$53,310.40-\$57,366.40)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Community Language Engagement Coordinator is responsible for establishing the Mohawk Language program in accordance with the Mohawks of the Bay of Quinte 2017-2022 Kenhtè:ke Strategic Plan for Kanyen'kéha and related goals and initiatives. The Community Language Engagement Coordinator will build and strengthen collaborative relationships, and implement best practices in language revitalization, promotion, and maintenance targeted for the Business Community, including MBQ.

Reporting:

This position will report to the Director of Education.

Summary of Main Responsibilities:

- ✧ Developing a multi-year implementation plan for launching the Mohawk Language Program based on the 2017-2022 Kenhtè:ke strategic plan, in conjunction with the Director of Education and the Kanyen'kéha Advisory Committee (KAC)
- ✧ Establishing guidelines around the including of Kanyen'kéha in MBQ communications
- ✧ Overseeing the creation of KAC and assisting to establish the Terms of Reference
- ✧ Developing community capacity in Kenhtè:ke language revitalization
- ✧ Developing the resources and capacity to deliver services in Kenhtè:ke
- ✧ Supporting MBQ Departments and local Business organizations to be able to offer improved public services in language as outlined in the Strategic Plan
- ✧ Assisting in training and mentorship of staff where necessary and encourage professional development
- ✧ Leading a health and safety culture
- ✧ Other duties as assigned

Requirements:

- ✧ Degree in Education, Indigenous Studies, Cultural Studies, or another related field; **OR**
- ✧ Equivalent combination of Education, lived and/or work experience with course work in language revitalization.
- ✧ Course work in language revitalization, or another related program preferred
- ✧ Minimum of 2 years experience in program management, of which at least 1 year experience in using Kenhtè:ke language (i.e., student, teacher, coordinator)
- ✧ Must provide a clear VSC (documentation will be required if successful applicant)
- ✧ Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- ✧ Experience with computer programs (i.e., Microsoft Office, email, and internet)
- ✧ Experience developing curriculum for Indigenous language programs
- ✧ Experience working in educational settings with learners of all ages
- ✧ Ability to work as an individual and as part of a team
- ✧ Well developed interpersonal, public relations, communication and relationship building skills
- ✧ Excellent organizational, time and file management skills
- ✧ Commitment to continued Kenhtè:ke Kanyen'kéha Learning
- ✧ Proficient in writing reports and proposals
- ✧ Ability to create enthusiasm about learning and opportunities for fun, innovative and inclusive opportunities for language acquisition
- ✧ Ability to encourage participation of everyone and break down the obstacles to learning

Behavioural Competencies:

- ✧ Must be an empathetic and non-judgemental person
- ✧ Must maintain strict confidentiality
- ✧ Be honest, respectful, and trustworthy
- ✧ Possess cultural awareness and sensitivity
- ✧ Be creative and flexible
- ✧ Demonstrate sound work ethic
- ✧ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte
24 Meadow Drive
Deseronto, ON K0K 1X0
ATTN: Careers

By Fax: 613-396-3627

By Email: careers@mbq-tmt.org

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424, or (email) careers@mbq-tmt.org

- ✧ *Internal Postings are for members of MBQ or active employees only*
- ✧ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ✧ *Salary posted is based on an annual rate, for a 40 hour per week position, 52 weeks per year, actual will be prorated based on position*
- ✧ *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- ✧ *Late applications will not be considered*
- ✧ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ✧ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.m bq-tmt.org

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