



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

## Language Program Coordinator

|                |   |                     |  |
|----------------|---|---------------------|--|
| Job ID         | 74-76-96-E2-DF-C1   |                     |  |
| Web Address    | <a href="https://careers.indigenous.link/viewjob?jobname=74-76-96-E2-DF-C1">https://careers.indigenous.link/viewjob?jobname=74-76-96-E2-DF-C1</a> |                     |  |
| Company        | Native Montreal   |                     |  |
| Location       | Montreal, Quebec  |                     |  |
| Date Posted    | From: 2021-02-03  | To: 2021-08-02      |  |
| Job            | Type: Full-time   | Category: Education |  |
| Job Start Date | 08/02/2021  |                     |  |
| Job Salary     | Salary Based On Experience And The Pay Scale Of The Organization (43 845\$ - 53 339\$)  |                     |  |
| Languages      | French And English  |                     |  |

### Description

In general:

Under the supervision of the Director of Operations, the Language Program Coordinator will have the mandate to support management in the coordination of the indigenous language program for various clientele (children, youth, adults) as well as any initiative linked to the teaching, enhancement and promotion of indigenous languages.

More specifically:

- â—• Coordinate various administrative activities such as budget management, service schedules, etc. in order to ensure a positive learning environment and the efficient use of program resources.
- â—• Participate in the selection, training and supervision of language teachers as well as any employee related to Indigenous languages initiatives
- â—• Ensure the accountability of activities and the evaluation of the effects of services and pilot projects in order to ensure the quality, conformity and to maximize the effectiveness of the program.
- â—• Ensure communications for the promotion of courses and any other initiative in Indigenous languages
- â—• Coordinate the enrollment period for students and ensure quality service to participants
- â—• Manage customer service such as complaints, cancellations, absence, respect for the code of conduct
- â—• Evaluate the quality of services rendered
- â—• Ensure the database management related to the program such as the validation of customer files and the posting of the registration form
- â—• Develop or update the range of teaching tools, online and in person
- â—• Monitor the inventory of instructional materials, equipment and supplies to identify items to be supplied
- â—• Contribute to the development and supervision of protocols and / or agreements with partners
- â—• Contribute to the development of policies and procedures related to the management of the program
- â—• Contribute to the drafting of funding requests, progress reports and fundraising
- â—• Participate in team meetings, workshops, training and seminars for the purpose of transmitting and / or gathering the information necessary for the performance of duties.
- â—• Perform other related duties

### Experience

- â—• Experience teaching Indigenous languages
- â—• More than 3 years of experience in service, project and / or administration management
- â—• Knowledge of the Indigenous environment and have work experience in an Indigenous environment
- â—• Knowledge in the use of relational databases
- â—• Good command of the Microsoft Office suite as well as Google suite tools

### Credentials

BAC (bachelor's degree)

### Education Requirements

- â—• Hold a bachelor's degree (BAC) in administration, project management, linguistics, teaching or in any other field deemed relevant

### Essential Skills

- â—• Communication - Able to communicate professionally, effectively and honestly to a wide range of people;
- â—• Multilingualism - Has an ability to communicate both orally and in writing in English and French; (many of our participants, teachers and partners speak only one of the two official non-Indigenous languages)
- â—• Professionalism - represents the organization favorably and delivers high quality and reliable work;
- â—• Flexibility - Has the ability to adapt to the changing needs of its industry
- â—• Solution based;
- â—• Results oriented - can plan and organize workload to ensure role requirements are met;
- â—• Quality Oriented - committed to achieving and maintaining quality standards;
- â—• Promotes multidisciplinary teamwork and a spirit of collaboration;
- â—• Commitment to the values of Native Montreal and work according to the organization's policies and

procedures

**Weight Handling**

no

**Work Environment**

• Full-time position, 35 hours per week from Monday to Friday, Extended schedule occasionally evenings and weekends depending on the needs of the program;

• Salary based on experience and the pay scale of the organization (43 845\$ - 53 339\$);

• Two weeks of vacation after the first year and two weeks of fixed vacation during the Christmas period;

• 15 paid days of sick leave per year;

• 5 paid days of leave for family reasons per year;

• Pension plan with employer contribution;

• Group insurance (health and life) with possibility of certain exemptions due to Indian status;

• Must pass a criminal background check;

• A friendly and culturally safe working environment;

**How to Apply**

To apply, send your CV and letter of intent to the attention of Estelle SÃ©guin (Director of operations) at : [rh@nativemontreal.com](mailto:rh@nativemontreal.com)