

# Cultural and Language Coordinator

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Department: Culture and Language  
Posting Date: March 7, 2025  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week/35hrs  
Job type: Permanent – Full Time  
Vacancies: 1  
New or Existing Position: Existing  
Reports To: Manager, Culture and Language  
Starting Salary: \$55,182.40

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Nipissing First Nation is hiring a **Cultural and Language Coordinator**! This role supports the coordination and delivery of traditional and language programming, fostering cultural engagement and strengthening language revitalization efforts. Guided by the administrative policies and procedures set by Chief and Council, the coordinator will play a key role in ensuring programs align with NFN's cultural and linguistic priorities. If you're passionate about preserving language and culture, apply today!

### **What you'll do in the role**

- Coordinates a variety of cultural events and ceremonies which involves decision making, input on external resources, managing event processes, coordinating meetings, preparing, and monitoring and distributing event budgets.
- Assists in developing new cultural events, and maintains, organizes and manages existing fundraisers and special events from concept to completion, ensuring they operate smoothly and efficiently.
- Facilitates various event related committees as required.
- Responsible for all communications and networking in support of special events and assists with development of new opportunities to build community awareness.
- Responds to enquiries from the public about events, including assisting with media requests.
- Maintains inventories of supplies, equipment and materials for cultural and language programming.
- Maintain a calendar of seasonal events.
- Works directly under supervision of the Culture & Heritage Manager and the NFN Culture and Language Strategic Plan.
- Take inventory and assess the Anishinaabemowin learning needs of Nipissing Nation
- Re-assess inventory of Anishinaabemowin fluent speakers
- Organize, oversee and manage Anishinaabemowin learning opportunities and events for Nipissing nation community and staff.
- Oversee, manage, take inventory of and coordinate and/or assist in the creation and distribution of Anishinaabemowin learning resources for Nipissing nation community, staff, language teachers and daycare
- Act as resource person for Anishinaabemowin giigdong

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- Create, organize and maintain a collection of Anishinaabemowin resources for Nipissing nation community, language, and daycare teachers.
- Coordinate translation services for the organization, language, and daycare teachers.
- Promote and advocate for language learning and the presence of language in at Nipissing First Nation.
- Ensure that Nipissing culture is included in the scope of our first language
- Apply for available funding opportunities for language development
- Create, prepare, and distribute meeting minutes and supporting documents.
- Enters donor information, event invitation and participant lists on appropriate technology-database.
- Create and maintains data on all events.
- Coordinate guest lists, food service arrangements, menu planning, decorative and table set up, nametags and staffing.
- Provides volunteer coordination and recognition for cultural events.
- Provides direction to volunteer for the cultural event duties.
- Participate in volunteer committees as required.
- All other duties requested and assigned by your supervisor and or Manager

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress.
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.
- A defined contribution pension plan.

#### **What you bring to the table**

- Post-Secondary Diploma in Native Studies and/or a related field.
- Event planning Certificate or related field
- Deep knowledge of the cultural practices, ceremonies, and values of the Nipissing First Nation.
- Sensitivity to the history, challenges, and needs of Indigenous communities, especially regarding language and cultural preservation.
- While fluency may not be required, a solid foundation or the ability to communicate in the language (or a willingness to learn) would be incredibly valuable.
- Experience organizing community-based events, including handling logistics, securing permits, and coordinating volunteers and participants.

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- The ability to manage event budgets, source materials, and allocate resources efficiently.
- Knowledge of proper cultural protocols and etiquette for events, particularly in Indigenous ceremonies.
- Ability to speak clearly and persuasively in both formal and informal settings, from community meetings to public events.
- Ability to mediate conflicts that may arise within the community and with external partners.
- Working with elders, community members, staff, and external organizations to bring cultural programming to life.
- Experience leading and working with a team of volunteers to run programs and events.
- Courses or workshops in Indigenous culture, history, and traditions, particularly focused on Indigenous peoples of the area (e.g., Ojibwe or Anishinaabe).
- Knowledge of current issues facing Indigenous communities, including cultural revitalization, land rights, and language preservation.

#### **APPLICATION DEADLINES:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing March 21<sup>st</sup>, 2025 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing March 28<sup>th</sup>, 2025 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing April 4<sup>th</sup>, 2025 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm** on the application deadline noted above.*



## EMPLOYMENT OPPORTUNITY

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**Are you a member of NFN? If so, please read below:**

- *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- *Work experience and training opportunities are taken into consideration when screening applications.*
- *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

***Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.***