



## Job Description

<b>Job title</b>	<i>Language &amp; Cultural Coordinator</i>
<b>Reports to</b>	<i>Curator</i>

### Job purpose

Reporting to the Curator, the Language & Cultural Coordinator will manage the daily operations of the Dwadwenaga:dat Language Centre. The Language & Cultural Coordinator will lead language and cultural programs, continue the documentation, research, stabilization, and promotion of Qngweẖ:weh languages, train contract staff and summer students, and work closely with the language programs in the three support First Nations. The Language & Cultural Coordinator will work within the policies and procedures established by the Woodland Cultural Centre.

### Duties and responsibilities

- Act as first point of contact for the Dwadwenaga:dat Language Centre including greeting visitors as they enter the Centre, answering calls/emails, and responding to inquiries.
- Assist the Curator by leading the cultural educational programming initiatives. Coordinates with the Cultural Interpreters in delivery of cultural education programming.
- Hire, train, and supervise the contract staff and summer students, ensuring staff understand language and culture of the community.
- Assist in the maintenance of partnerships and relationships with Six Nations, Wahta Mohawks and Mohawks of the Bay of Quinte language programs.
- Development and coordination of introductory level Haudenosaunee languages workshops
- Ensure safe and secure handling of language recordings.
- Develop and install language displays in the Centre and Museum/Galleries.
- Assist with grant proposals, employment incentives, and requests for funding proposals.
- Assist in the development of strategies to improve the viability and growth of language learners.
- Assist with design of financial models, budgets and proposals.
- Perform other administrative duties as required

### Qualifications

- University Degree in Qgweẖ:weh languages, Indigenous Studies, Education with a focus on Indigenous education, or equivalent community building experience
- An in-depth knowledge of Longhouse Protocols, Speeches, and Haudenosaunee cultural practices, including Gaṉẖony̱hk, Gei: Niyoihwa:ge:, and Gaihw̱:yo.
- Be orally proficient and literate in at least one Qgweẖ:weh language, as the collection is centered around oral recordings in the Cayuga and Onondaga languages.
- Have a basic knowledge of language learning methodologies and linguistics.
- Experience in language leadership, teaching, and program development.
- Experience administering educational workshops
- Experience working with Elders and language translators in Qgweẖ:weh languages
- Ability to develop and implement community collaborations.
- The ability to communicate effectively both verbally and in writing.
- Five (5) years' experience in language and cultural programming.
- Knowledge of Microsoft Office, iCloud, web-page, and social media applications.

- Proficiency in Windows and Mac computers, Microsoft Office Suite, PastPerfect Museum Software, and social media applications.
- Experience managing schedules and booking meetings.
- Must pass a police record check.
- Have a valid driver's license and reliable transportation and proof of insurance

### Working conditions

- This position requires moderate physical effort.
- This position requires moderate visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

### Direct reports

Curator

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<b>Approved by:</b>	<i>Janis Monture, Executive Director</i>
<b>Date approved:</b>	<i>2021-03-01</i>
<b>Reviewed:</b>	<i>Patricia Deadman, Curator</i>