



Pacific Association of First Nations Women

2017 Dundas Street
Vancouver, B.C. V5L 1J5
www.pafnw.ca

Digitization Coordinator Cree & Ojibway Language Program 12 Week Contract Position

Position Outline:

We are looking for an enthusiastic individual to join the Pacific Association of First Nations Women's (PAFNW) team. You will work with PAFNW's Language Program Team to organize, develop, digitize and archive Cree and Ojibway language curriculum resources in analog and digital formats including video and audio recordings. You will manage and maintain PAFNW's database. Following online training, you will manage a resource portal on FirstVoices.com supported by the Operations Assistant; together, you will be responsible for uploading digital language resources to be made available to Cree & Ojibway language students and community members. You are a well organized and detail oriented tech expert with excellent interpersonal skills. You are experienced working with Indigenous community members, traditional teachers and mentors. You have skills in program development and can facilitate the effective management of programs and teams according to the Association's standards. This position reports to the Language Program Manager of the PAFNW and is subject to on-going funding.

(All activities will be facilitated under stringent health & safety protocols in regard to Covid-19)

Responsibilities:

Planning and coordination of PAFNW's Language Digitization and FirstVoices Projects and all associated activities including:

- Coordinate project development and delivery with the Language Program team
- Create and manage PAFNW's FirstVoices.com online portal
- Develop, maintain and build positive relations with the project team and external partners
- Develop, digitize, catalogue, archive and upload Language Program resources including digital and print workbooks, videos and audio recordings
- Support Language Program Manager with ongoing administrative and operational tasks
- Prepare monthly program reports, funder reports, complete paperwork and order materials as needed
- Monitor program expenses to ensure budget is on target
- PAFNW database management
- Seek additional funding for the project
- Other related duties

Qualifications:

- Experienced in office procedures, MS Office (advanced Excel), Zoom, desktop publishing applications, and Canva
- Bachelor's Degree in a related field of study preferred or 5 years of relevant work experience
- Excellent interpersonal, oral and written communication skills including resolving conflicts
- Excellent organizational and file management skills
- Experience with Wordpress/website maintenance
- Ability to exercise mature judgement and initiative
- Ability to lead and take direction, as well as be a team player
- Ability to handle confidential/sensitive material with discretion
- Ability to work flexible hours up to 37.5 hours per week
- Knowledge of Cree and/or Ojibway language, culture and traditions an asset
- Film production and/or editing experience as asset
- Proposal writing experience an asset

Salary: \$3,750 - \$4,125 monthly salary dependant upon experience, benefits after 3 month probationary period

Apply: Send cover letter, resume, and 3 references to PAFNWJobs@gmail.com

Deadline: January 18, 2020

Start Date: ASAP