

Job Opportunity – Heritage Education Program Coordinator

At Truly Alive Youth and Family Foundation Inc [TAYFFI], our success depends on our people, productivity, and procedures. We are committed to providing impact-driven support to all persons seeking our services and programs.

Our organization is currently seeking a dynamic and innovative individual to join our staff team for the position of Heritage Education Program Coordinator.

The coordinator will undertake community-based research to advance TAYFFI's work in the thematic areas of heritage education, social connection, and culture continuity initiatives to advance TAYFFI's work thereby fostering social cohesion and harmonious living among Saskatoon residents.

Working with external agencies and liaising with ethnocultural associations and heritage language schools the Heritage Education Program Coordinator will ensure the preservation of various aspects of cultural heritage, minority languages, and maintain allyship with Indigenous communities to increase the knowledge of ethnic minority groups on Indigenous Cultures and Treaty Relations.

Job Title: Heritage Education Program Coordinator

Immediate Supervisor: TAYFFI Executive Director

Employment Classification: Term Contract, June 2022 – October 2022 (with possibility of extension)

Work Hours/Schedule: 60hrs/month; Monday – Friday (*hours to be scheduled as per clients and program needs*)

Wage: \$18/hr

How To Apply: Resume and cover letter to be sent to the attention of the Executive Director, TAYFFI at info@trulyalivefoundation.org before close of business on **Friday, June 10, 2022**.

NOTE: Only applicants shortlisted for interviews will be contacted.

DUTIES AND RESPONSIBILITIES

- a. Research, design, implement and facilitate heritage education training and culture conservation programs based on community needs
- b. Develop a long-term culture continuity and heritage preservation strategy, including key areas of short and longer-term focus
- c. Facilitate inter-heritage language learning program for preteens and teenagers from Saskatoon ethnocultural communities including those already attending recognized Heritage schools in Saskatoon and area

- d. Assist in developing educational content and programs for inter-heritage language program in concert with the Saskatchewan Association for International Language Lessons Program
- e. Develop a process for the review, recording, and organization of learning activities and traditional use of information related to inter-heritage language component of the program
- f. Identify and collaborate with other organizations and existing delivery agents to maximize heritage education opportunities
- g. Liaise with culture preservation organizations and museums and organize fieldwork to support heritage education and foster cultural appreciation among youth and adolescents
- h. Build relationships with community groups and ethnocultural associations throughout within the Saskatoon Metropolis to strengthen awareness of capacity-building opportunities for heritage conservation
- i. Organize special events such as Multiculturalism Day, Heritage Week, and Cultures Days in collaboration with internal and external working groups
- j. Perform all other tasks within the scope of the position, as assigned.

Preferred Personal Attributes

- ✓ Fosters positive and constructive interpersonal relationship with all internal and external contacts necessary to achieve the position's objectives
- ✓ Works well with a broad range of individuals and groups, is consistently respectful and cooperative
- ✓ Works well with confidential information, applying need-to-know rules effectively
- ✓ Complies with all relevant legislation, regulations, and organizational policies and procedures
- ✓ Understands and actively applies the objectives and goals of TAYFFI
- ✓ Consistently open to change and adapt readily to shifts in tasks and circumstances

Required Qualifications

- A Bachelor's Degree in Political Studies, Sociology, Psychology, or another related field
- Extensive knowledge and experience working with diverse groups and communities
- Fluency in English language and any other Heritage language (French language and asset)
- Familiarization with Saskatoon ethnic and sociocultural groups and communities
- Skilled at identifying unique method of communication that builds shared meaning through actions and building engagement
- Proven research acumen, strong ethical conduct, and professional integrity
- Ability to build relationships with stakeholders and community partners
- Demonstrated ability to communicate with clarity by listening to others, speaking effectively, and preparing written communication in a clear and concise format
- Personal vehicle; Class 5 Driver's License; Vulnerable Sector Criminal Record Check