

University nuxelhot'ine thaa?ehots'j nistameyimâkanak Blue Quills

***Indigenous Owned & Governed – Making a Difference – Living the Vision of our Ancestors
Land, Language, Ceremony Relationship – Treaty Protection Site***

Employment Opportunity

is inviting applications for the position of **New Horizons Project Coordinator**. Aligning with the BQ philosophy, vision and mission statements.

The New Horizon Project team is currently looking for a Coordinator to assist in liaising with participating school partners, Mentor-Apprentice (MAP) language transmission, and data collection. The position will be approximately 37.5 hours per week.

Responsibilities & Specific Duties:

- Work in collaboration as a point of contact for participating community schools for the NHP while working very closely with the Project Lead
- Liaise with community partners for project planning and development
- Contact elders for utilization in participating schools, MAP coordination, and data collection
- Manage the MAP and data collection leads
- Coordination and writing of project reports
- Meet regularly with Senate members
- Coordinate and lead in planning collaborative meetings
- Attend meetings as required and provide information and feedback on project developments and activities
- Administrative duties including filing and record keeping
- Some travel will be required

Qualifications:

- Successful applicant will have to demonstrate a considerable degree of independence, good judgement while working collaboratively with a team.
- Excellent verbal and written communication skills.
- Computer proficiency
- Work independently as well as a team.
- The position is temporary until Spring 2024.

Posted: April 25, 2023

Closing Date: May 9 or Until suitable candidate is found. Please submit resumes to: Sheila Poitras, Executive Assistant University Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/Email sheilap@bluequills.ca.