



# Ahousaht

our backs against the mountains

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## Indigenous Language Fluency Coordinator, Job Posting

**Deadline:** February 28, 2025

**Position:** Indigenous Language Fluency Coordinator

**Organization:** Ahousaht First Nation

**Reports to:** Crystal Frank

**Start Date:** March 3, 2025

**End Date:** February 27, 2026

**Term:** 4 hours per day

### Overview:

Ahousaht First Nation is looking for a detail-oriented and organized Indigenous Language Fluency Coordinator to provide support to our Indigenous Language Fluency students. The successful candidate will play a vital role in ensuring the smooth execution of administrative tasks, record-keeping, communication, and coordination while contributing to the overall success of our efforts to revitalize and preserve our Ahousaht language.

### Key Responsibilities:

- Provide administrative support in planning, organizing, and execution of the Indigenous Language Fluency Program.
- Manage and maintain project-related documents, records, and files while ensuring they are up-to-date and easily accessible.
- Coordinating in-person courses, weekly meetings, monthly meetings, etc.
- Prepare and distribute materials, agendas, and presentations for meetings.
- Coordinating with students, Elders, fluent speakers, and external partners.
- Handle logistics for events: venue booking, catering, equipment setup, and accommodations.
- Manage budget tracking, expense management, data collection and progress reports.
- Working directly with the finance department.
- Manage communication through various channels: email, phone, and social media.

### Qualifications/Experience:

- High school diploma required; Bachelor's degree in Administration or Communications is a plus.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Ability to respond effectively to sensitive issues, inquiries and concerns.
- The ability to convey information clearly and professionally.

### Knowledge/Skills/Abilities:

- Cultural sensitivity and respect for Ahousaht governance, language and culture.
- Proficient with the Microsoft Office and virtual communication platforms.
- Excellent oral and written communication skills.
- Ability to multi-task, prioritize and problem solve.
- Ability to work from home, or office when necessary.

Join us in making an impact on Ahousaht's language revitalization journey. Your administrative expertise will contribute to the efficient and successful language revitalization planning project initiative. Please send your resume to [crystalfrank@ahousaht.ca](mailto:crystalfrank@ahousaht.ca) by **4pm on Friday, February 28, 2025**. Only those that have been shortlisted will be contacted.