

Language Program Resource Co-ordinator

Aligning with the BQ philosophy, vision and mission statements this individual will be responsible for:

Program Coordination

Coordinate and supervise the development of all resource material for the Language program in both nēhiyawēwin and Denesųłiné.

- Working collaboratively with the Language team to identify and prioritize Resource department project.
- To work with and plan timelines the development of deliverables for projects
- Must be able to plan timelines for the deliverables of funded projects

Development of a resource centre

- Catalogue language resources in a database for easy navigation with the Archive Department
- To provide and organize translation and editorial services internally and externally for both nēhiyawēwin, Denesųłín and Language Program Resources
- Identify and Develop a positive relationship with Printers, Editors, Translators, Illustrators and any external resource contract
- Provide translation services in both nēhiyawēwin, Denesųłín for the Media producers (videos)
- Organize yearly: books for publication
- Format and Edit books for printing

Service

- Assist in fundraising endeavors with the language team.
- Plan, deliver, and implement the delivery of a minimum of one class.
- From time to time may be required to support work for the Language Program or UnBQ projects such as: cultural camp, conferences and interviews.

Qualifications MINIMUM

- Education: Bachelor of Arts
- Valid Driver's License
- Fluent Oral Skill in Cree (Plains Cree "Y" dialect) or Denesuline
- Strong written skills in Denesųłiné and Cree (SRO and/or syllabics)
- Knowledge of Copyright laws and FOIP
- This position will be accountable to the Indigenous Language Lead and the Indigenous Language Team.

Required Experience and Knowledge

- Working with Indigenous peoples, organizations and communities;
- Experience in resource development;
- Teaching experience within adult education settings;
- Knowledge of Windows operating platforms and related software (Outlook, Excel, PowerPoint, Publisher, Word)
- Knowledge of Publishing Software
- Knowledge of TEAMS and Smartboards

REQUIRED SKILLS/ATTRIBUTES

- A team player who interacts with others in a diplomatic and respectful manner;
- Shows a high degree of resourcefulness, flexibility and adaptability, critical and logical thinking;
- Ability to work under stress and manage multiple tasks to meet Publishing deadlines;
- Exhibits personal and professional pride in the completion of a wide range of complex tasks;
- Ability to work Independently;
- Willingness to train.

Posted: September 8, 2026. Closing date: until successful candidate is found. Please submit resumes to: Sheila Poitras, Executive Assistant, *University nuhelot'ine thaa'ehots' nistameyimâkanak Blue Quills*, Box 279, St. Paul, AB. T0A 3A0 Fax (780) 645-5215 or email sheilap@bluequills.ca
We thank all applicants for their interest, however only those chosen for an interview will be contacted