M'Wikwedong Indigenous Friendship Centre

Employment Opportunity

Closing Date: November 29, 2026

The M'Wikwedong IFC is currently accepting applications for full-time position (28 hrs/wk) of **Indigenous Language Program Coordinator.**

M'Wikwedong IFC is an Indigenous not for profit organisation. We are culturally based and community focused, and committed to driving positive change for the community. As a staff member of M'Wikwedong IFC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers, and a generous benefit package. Salary for this position is $44,000 depending on experience.

The Indigenous Revitalization Program (ILRPC) Coordinator is responsible for managing and coordinating the day-to-day operations, community outreach, and administrative infrastructure of our language revitalization programming. This role ensures the successful planning and execution of language classes, workshops, and multi-generational community events. The Coordinator works closely with the Language Instructor, Elders, and community members to create an organized, welcoming, and high-impact environment for cultural and linguistic reclamation.

Key Responsibilities:

Program Operations & Logistics

Event Coordination:

- Schedule, organize, and host language classes, immersion circles, and cultural workshops tailored for adult learners and families.
- Ensure that programs are available outside of Friendship Centre normal hours of operation to meet the needs of the community;

Instructor Support:

- Partner with the Language Instructor to ensure they have the space, tech, printing, and supplies needed to deliver successful lessons.
- Work with the Language Instructor, Friendship Centre and appointed Elders/Knowledge Keepers and language speakers in the development of language curriculum;
- Provides instruction or outsources instructors at levels appropriate for program participants;

Hospitality & Space Management:

- Prepare the physical environment for classes, including managing traditional protocols, arranging room setups, and coordinating refreshments or community feasts.

Community Outreach & Engagement

Promotion:

- Develop and distribute promotional materials (flyers, social media posts, newsletters) to boost program registration and community awareness.
- On-going program promotion within the community;
- Increase community access to Indigenous languages, resources, multimedia and other forms of learning;

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Participant Relations:

- Act as the primary point of contact for learners, managing registrations, answering inquiries, and gathering feedback to improve future programming.

Relationship Building:

- Network with local Elders, Knowledge Keepers, schools, and partner organizations to expand the program's reach and resource pool.
- Develop, establish and maintain positive working relationships with local community agencies and organizations and other educational agencies in the local community;

Internal Relationships:

- Collaboration and coordination with other Friendship Centre programs for service provision to communities, such as Akwe:go, Apatisiwin, Wasa-Nabin etc.
- Regular communication and integration with other Friendship Centre programs;

Administration & Reporting

- Develop a yearly plan for activities and skills to be taught in the Anishinaabe language;
- Develop and manage the program schedule on a quarterly basis, reflecting the needs, interests and available resources of the community, and ensuring that all mandatory program requirements and components are met;
- Ensure that all program reports including the quarterly reports on the OFIFC Integrated Database (IDB) are accurate, complete and are submitted in a timely manner;
- Develop all materials as required for Friendship Centre use;
- Maintain and manage program activity records and program participant user files;
- Report to the Executive Director with completed projects, outlines and resource development;
- Integrate the Anishinaabe language within the Friendship Centre;
- As directed and required, participate in professional development and ensure certification is kept up-to-date, specifically First Aid, CPR and Injury Prevention;

Qualifications:

- Possess post-secondary education in Indigenous studies, social work, or combination of education and relevant work experience.
- Knowledge of or a strong commitment to learning Anishinaabemowin is considered a significant asset (fluency is not required, but cultural respect and familiarity with protocols are essential).
- Deep understanding of the urban Indigenous community, Friendship Centre values, colonialism on intergenerational language transmission and the vital role of language revitalization
- Strong proficiency with Microsoft Office/Google Workspace, and excellent verbal and written communication.
- Strong organizational and time management skills with the ability to plan and prioritize, and efficiently meet deadlines;
- Demonstrated high level of tact and discretion in dealing with clients and service agencies
- Ability to work as a team player with minimum supervision.
- Satisfactory vulnerable sector check.

M'WIKWEDONG IFC is a highly flexible organization offering additional compensation including paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid shutdown over the Christmas holiday week, and health benefits. M'WIKWEDONG IFC health benefits are

offered to full time permanent employees, employees will be able to enroll upon the successful completion of their (3) three-month probationary period.

M'WIKWEDONG IFC is committed to providing work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, M'Wikwedong IFC will make accommodations available to applicants with disabilities upon request during the recruitment process.

M'WIKWEDONG IFC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, M'Wikwedong IFC will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people, M'WIKWEDONG IFC shall give preference to Indigenous people who possess the requisite skill sets and experience.

Artificial intelligence (AI) is not used by MIFC to screen, assess, or select applicants for this role.

To Apply: Position is open until filled

Please submit a complete package that includes:

- Cover letter and resume in Word or PDF format
- 3 references (two work related and 1 character)

By Email:
hrdirector@mwikwedong.com
Re: Indigenous Language Program Coordinator in the subject line

By Mail:

CONFIDENTIAL- Indigenous Language Program Coordinator
Human Resources Director
M'Wikwedong Indigenous Friendship Centre
1045 3rd Ave. West, Owen Sound, ON N4K 5W6

NOTE:

- All applications will be screened based on receiving a COMPLETE APPLICATION PACKAGE.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.
- All applicants understand and agree that by submitting a job application; at their cost, the successful candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of employment.