

Resource and Language Development

Role Description

The *Resource and Language Developer* will work directly under the Executive Director and will be responsible for working within the organizations current resource catalogue to develop and maintain the collection, development and management of social media accounts, and will have the opportunity to work with various Indigenous language speakers to develop and/or update materials. This position requires an individual who enjoys working independently and can take initiative, while also ensuring consistent communication with the Executive Director and team members. The individual in this position should possess an interest in Indigenous language revitalization and can apply this role to future employment/educational goals and objectives.

The *Resource and Language Developer* will be responsible for the following tasks:

- Working with language specialists to develop resources for the organization
- Develop supporting materials for existing collection of resources
- Marketing and promotion
- Planning and development of related materials for website content
- Collect accurate and relevant information on existing catalogue to recommend additions and updates
- May serve as a resource to assist the organization with other associated activities/initiatives
- Perform related duties as assigned

Qualifications

- Familiarity with Indigenous protocols, cultures and languages
- Demonstrate strong technical abilities to effectively deliver on various tasks
- Demonstrates ability to work independently, and take initiative
- Leadership, organizational and programming skills
- Work efficiently under tight deadlines and adapt quickly to changes
- Ability to bring creativity and innovation to projects
- Professional, precise communication skills

How to Apply

Submit your resume with cover letter to Melanie Kennedy at info@ilmb.org by June 3rd, 11:59pm. Include “Application for Summer Activities Coordinator” in the subject line.