

Summer Activities Coordinator

Role Description

The *Summer Activities Coordinator* will work directly under the Program Coordinator and will assist with day-to-day operations of the organization as well as planning and implementation of the organization's summer and ongoing culture and language programming. This position requires an independent and goal-driven individual with strong abilities in communication, coordination and leadership. The individual should possess an interest in Indigenous language revitalization and have appropriate experience in program development and management.

The *Summer Activities Coordinator* will be responsible for the following tasks:

- Planning, development, scheduling, budgeting and marketing of summer programs/activities
- Marketing and promotion for the organization
- Planning and development of related materials for program delivery
- Collect accurate and relevant information on programming for reporting requirements and develop future recommendations
- May serve as a resource to assist the organization with related activities/initiatives
- Perform related duties as assigned

Qualifications

- Familiarity with Indigenous protocols, cultures and languages
- Demonstrates strong technical abilities to effectively deliver on various tasks
- Demonstrates ability to work independently, and take initiative
- Leadership, organizational, communication and program skills
- Ability to bring creativity and innovation to program development and delivery

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.