



N'Amerind (London) Friendship Centre

260 Colborne Street

London, Ontario N6B 2S6

Ph (519) 672-0131 Fax (519) 672-0717

EMPLOYMENT OPPORTUNITY

Position: **KNOWLEDGE KEEPER COORDINATOR**

Term: Full Time

Wage: \$22.00 /Hr to Start

Posting Date: **December 4, 2023**

Closing Date: **January 9, 2024**

Description:

The Knowledge Keeper Coordinator will liaise with the TVDSB First Nations, Métis and Inuit Education Advisor; Learning Coordinator; Learning Supervisor and the Indigenous Education Working Group, to develop a set of principles, goals and objectives in relation to N'Amerind coordinating Indigenous Knowledge Keeper visits within TVDSB schools. The Coordinator shall engage Indigenous Knowledge Keepers, as well as with local community agencies, to obtain guidance and input on the appropriate role and work of community members in schools to support Indigenous students.

Qualifications:

- Will have a post-secondary diploma or degree in Indigenous Studies or demonstrated knowledge and work experience working with Indigenous students.
- Will have a post-secondary diploma or degree in the field of education or work experience.
- Will possess and enhanced knowledge of Indigenous historical and contemporary issues including and awareness of Indigenous culture and history, with emphasis on Indigenous social matters.
- Excellent oral and written communication skills and interpersonal skills.
- Active knowledge of area Indigenous Knowledge Keepers.
- Knowledge of area Cultural resources.
- Possesses no criminal charges/ record pertaining to offences against the vulnerable sector.
- Proficiency in applicable software programs including word processing and data base programs.
- Capacity to work under pressure, meet deadlines and work flexible hours.
- Must possess valid driver's license and daily access to personal transportation.

Responsibilities:

- To develop and maintain a roster of area Indigenous Nation Knowledge Keepers
- The Coordinator will work in collaboration with TBDSB school staff as needed, to gain insight and direction of student learning and wellness needs that can be supported through the presence of Indigenous Knowledge Keepers
- When appropriate and feasible, the Coordinator shall work directly within selected TBDSB schools to provide appropriate support to First Nations, Métis and Inuit students within TVDSB schools.
- To provide Knowledge Keeper referral services for TVDSB schools seeking Cultural presentations and related cultural information.
- Maintain program files.
- Perform administrative duties related to the program.

- Develop outreach strategies for TVDSB schools regarding the program.
- Develop program brochures, flyers and other promotional materials.
- Work cooperatively with other N’Amerind programs.
- Participate with other N’Amerind staff in Friendship Centre activities and events.
- Undertake any other such reasonable duties as may be assigned from time to time.

Please read the following very carefully. Incomplete submissions will not be considered.

Interested applicants must submit:

1. A cover letter that demonstrates that you meet all the qualifications through your resume submission and why you believe you are the ideal candidate for the position.
2. Your resume.
3. A copy of all relevant educational degrees, diplomas and certificates including driver’s licence.
4. Three (3) written employment references including your current or most recent employer.

Must be submitted in person, lettermail, email or FAX marked **KNOWLEDGE KEEPER COORDINATOR** and “**CONFIDENTIAL**” no later than January 9, 2024 at 4:00 pm to:

**Glenn Forrest, Executive Director
N’Amerind Friendship Centre
260 Colborne Street
London, ON N6B 2S6**

Email: gforrest@namerind.on.ca

Only those contacted will be granted an interview.

Preference will be given to qualified Turtle Island Indigenous people or members of First Nations, Inuit and Métis including treaty, status or registered Indigenous people, as well as those non-status and non-registered who self-declare as such.

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 Check from website of the police service in your local community, as a condition of employment.