



KAHNAWÀ:KE COLLECTIVE IMPACT JOB OPPORTUNITY

FACILITATOR FOR LANGUAGE & CULTURE

The Facilitator for Language and Culture will identify and collaborate with individuals, groups, and organizations engaged in activities related to language and culture. In collaboration with the KCI's current initiatives, the Facilitator for Language and Culture, will engage with community members & networks in discussions around KCI's current initiatives around language and culture and short and long-term planning. Part of the Facilitator for Language & Culture role involves supporting the Action Team in advancing projects and initiatives that boost community involvement and engagement. The Language & Culture Action Team is an action-oriented group of volunteers, organizational representatives, and subject matter experts.

JOB REQUIREMENTS & RESPONSIBILITIES

- Researches and develops program plans/projects for implementation to assist KCI's community initiative - Language and Culture.
- Develops funding proposals and projects that will enhance service delivery based on KCI's community initiatives - Language and Culture
- Be familiar with existing groups and build opportunities for community involvement, consultation, and leadership in the realm of Language and Culture.
- Builds relationships with other initiatives and key knowledge holders in the community to better foster collaboration and increase understanding.
- Develops short-term and long-term objectives and key success indicators to measure success of KCI's Language and Culture initiatives.

35 Hours per week with benefits

Starting salary: \$30.63/hr.

Duration: November 2025 to April 30th, 2027 - based on funding

DEADLINE TO APPLY:

FRIDAY, OCTOBER 31 AT 4 PM

STARTING DATE (TENTATIVE)

MONDAY, NOVEMBER 24

Send your resume, cover letter, references, and security check to kaylac@kcistrong.ca



To see the Full Job Description, scan the QR code or visit kahnawakestrong.com/jobs. OR call or email: info@kcistrong.ca / 450-638-3600 for more information

GENERAL INFORMATION	
Job Title:	Facilitator for Language & Culture
Department:	Kahnawake Collective Impact
Job Description Revision Date:	September 2, 2025
Job Reports To:	Director of Operations & Project Strategies

JOB DESCRIPTION SUMMARY
Under the supervision of the Director of Operations & Project Strategies, the Facilitator for Language and Culture will identify and collaborate with individuals, groups, and organizations engaged in activities related to language and culture. In collaboration with the KCI’s current initiatives, the Facilitator for Language and Culture, will engage with community members & networks in discussions around KCI’s current initiatives around language and culture and short and long-term planning. Part of the Facilitator for Language & Culture role involves supporting the Action Team in advancing projects and initiatives that boost community involvement and engagement. The Language & Culture Action Team is an action-oriented group of volunteers, organizational representatives, and subject matter experts. Decisions based on independent judgment, requiring further investigation & evaluation; within generally defined parameters. Alters approach or recommends procedural changes. Decisions generally accepted as accurate & sound. Seeks consultation/guidance as needed.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Facilitates in the planning and Implementation for: Language & Culture	➤ Researches and develops program plans/projects for implementation to assist KCI’s community initiative – Language & Culture. ➤ Develops funding proposals and projects that will enhance service delivery based on KCI’s community initiatives – Language & Culture ➤ Develops and maintains a resource network. ➤ Develops yearly work plans. ➤ Develops logic models, proposals and projects that will enhance service delivery relative to KCI’s mandate and responsive to community needs. ➤ Coordinates special projects identified by KCI. ➤ Participates in identified training. ➤ Plans, prepares and co-facilitates action team meetings. ➤ Provides up to date information to the Action Team and supports its collective decision-making process. ➤ Recruits new members to the Action Team and supports the onboarding of new members.
Promotes Community Engagement for Language & Culture	➤ Works with the KCI Communications department to promote project initiatives and activities with the community using all the media available in Kahnawà:ke. ➤ Be familiar with existing groups and build opportunities for community involvement, consultation and leadership in the realm of Language & Culture. ➤ Identifies and participates in support for existing spaces (public relations & networks) in order to gain a full understanding of the current landscape and reduce duplication of efforts. ➤ Acts as spokesperson regarding program, available services and resources. ➤ Builds relationships with other initiatives and key knowledge holders in the community to better foster collaboration and increase understanding. ➤ Researches and assists to develop content to promote community awareness.
Assists in Reporting, Evaluating & Data Collection	➤ Assists with the evaluation of the projects/initiatives as part of the overall reporting process. ➤ Develops tools that will help to evaluate service delivery and maintains a database on projects and activities. ➤ Develops short-term and long-term objectives and key success indicators to measure success of KCI’s Language & Culture Initiatives. ➤ Assists with identifying recommendations to enhance initiative delivery based on the findings in the evaluation/report. ➤ Prepares and writes reports. ➤ Manages the collective, analysis and sharing of data with stakeholders. ➤ Identifies special projects and resource people that would enhance existing services or promotes projects or the initiative. This includes community, regional and national level as needed.
Performs any other job-related duties as may be required by the immediate supervisor.	

COMMUNICATIONS	
Team Work:	➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➤ Commonly provides information that must be understood and explained.
Training:	➤ Occasionally requires the task of training or giving information to stakeholders or clients.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, moderate flex required.
Stress Factor:	➤ Normal to the job.
Deadlines:	➤ Some tight deadlines (unplanned).

ACCOUNTABILITY	
➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To provide trustworthy, professional and effective organization and facilitation. ➤ To engage with referring parties in a professional and collaborative manner. ➤ To approach all Kahnawà:ke Community members in a respectful way, with empathy and compassion. ➤ To maintain positive working relationships with target groups. ➤ To keep abreast of developments and issues for KCI initiatives. ➤ To participate in the evaluation of initiative programming. ➤ To produce well-researched and documented promotional material. ➤ To maintain confidentiality practices.	

QUALIFICATIONS	
Education and Experience	➤ Bachelor’s Degree in Applied Human Sciences with one (1) year to (3) three years’ experience. ➤ D.E.C./Certificate in related field with two (2) years’ experience. ➤ Minimum High School with five (5) years related work experience and/or training may be considered.
Skills and Requirements	➤ Must be familiar with customs, traditions, and social issues of Kahnawà:ke Community. ➤ Must be comfortable with the holistic and trauma-informed approach. ➤ Conflict resolution skills. ➤ Experience and training in youth group and animation work. ➤ Ability to work in a team setting and/or independently. ➤ Strong organizational, planning and office skills. ➤ Strong time management skills with ability to meet deadlines. ➤ Strong communications skills (listening, writing, speaking and presenting). ➤ Must have strong interpersonal skills. ➤ Valid driver’s license and access to a vehicle are a requirement. ➤ Ability to work some overtime, flexible hours, including evenings, and weekends. ➤ Ability to meet planned deadlines and, on occasion, some unplanned deadlines as required. ➤ Lifestyle must reflect that of a positive role model.
Assets	➤ Knowledge of Kanien’keha.

Immediate Supervisor

Incumbent

Date