



## KAHNAWÀ:KE COLLECTIVE IMPACT JOB OPPORTUNITY

### FACILITATOR FOR LANGUAGE & CULTURE

**If you are passionate about our roots and ready to lead community change, we want you!**

- 💡 Create and launch projects that celebrate our language
- 🔗 Work with local experts and knowledge holders
- 👉 Support our Action Team to make things happen
- ✅ Secure funding to keep our culture thriving

#### Benefits:

⌚ Starting at **\$30.63/hr**  
**(35 hours/wk)**

☀️ **Flex & Summer hours**

**Up to 10 days paid vacation**

vacation icon **14 Paid holidays**

heart icon **\$500 Wellness account**

**Duration:** February 2026  
to April 30, 2027

**Apply by:** Open until filled

#### Checklist to apply:

- ✓ Resume
- ✓ 2-3 Professional references
- ✓ Completed security check

✉️ Email to [Kaylac@kcistrong.ca](mailto:Kaylac@kcistrong.ca)



**SCAN  
ME**

To see the full job description, scan the QR code or visit [kahnawakestrong.com/jobs](http://kahnawakestrong.com/jobs)

Download the security check form at [kahnawakestrong.com/jobs](http://kahnawakestrong.com/jobs) and include it in your email

Email or call: [info@kcistrong.ca](mailto:info@kcistrong.ca) / 450-638-3600 for more information

GENERAL INFORMATION	
<b>Job Title:</b> <b>Department:</b> <b>Job Description Revision Date:</b> <b>Job Reports To:</b>	<b>Facilitator for Language &amp; Culture</b> Kahnawake Collective Impact September 2, 2025 Director of Operations & Project Strategies
JOB DESCRIPTION SUMMARY	
<p>Under the supervision of the Director of Operations &amp; 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.</p> <p>In collaboration with the KCI's current initiatives, the Facilitator for Language and Culture, will engage with community members &amp; networks in discussions around KCI's current initiatives around language and culture and short and long-term planning.</p> <p>Part of the Facilitator for Language &amp; Culture role involves supporting the Action Team in advancing projects and initiatives that boost community involvement and engagement. The Language &amp; Culture Action Team is an action-oriented group of volunteers, organizational representatives, and subject matter experts.</p> <p>Decisions based on independent judgment, requiring further investigation &amp; evaluation; within generally defined parameters. Alters approach or recommends procedural changes. Decisions generally accepted as accurate &amp; sound. Seeks consultation/guidance as needed.</p>	
CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
<b>Facilitates in the planning and Implementation for: Language &amp; Culture</b>	<ul style="list-style-type: none"> <li>➤ Researches and develops program plans/projects for implementation to assist KCI's community initiative – Language &amp; Culture.</li> <li>➤ Develops funding proposals and projects that will enhance service delivery based on KCI's community initiatives – Language &amp; Culture</li> <li>➤ Develops and maintains a resource network.</li> <li>➤ Develops yearly work plans.</li> <li>➤ Develops logic models, proposals and projects that will enhance service delivery relative to KCI's mandate and responsive to community needs.</li> <li>➤ Coordinates special projects identified by KCI.</li> <li>➤ Participates in identified training.</li> <li>➤ Plans, prepares and co-facilitates action team meetings.</li> <li>➤ Provides up to date information to the Action Team and supports its collective decision-making process.</li> <li>➤ Recruits new members to the Action Team and supports the onboarding of new members.</li> </ul>
<b>Promotes Community Engagement for Language &amp; Culture</b>	<ul style="list-style-type: none"> <li>➤ Works with the KCI Communications department to promote project initiatives and activities with the community using all the media available in Kahnawà:ke.</li> <li>➤ Be familiar with existing groups and build opportunities for community involvement, consultation and leadership in the realm of Language &amp; Culture.</li> <li>➤ Identifies and participates in support for existing spaces (public relations &amp; networks) in order to gain a full understanding of the current landscape and reduce duplication of efforts.</li> <li>➤ Acts as spokesperson regarding program, available services and resources.</li> <li>➤ Builds relationships with other initiatives and key knowledge holders in the community to better foster collaboration and increase understanding.</li> <li>➤ Researches and assists to develop content to promote community awareness.</li> </ul>
<b>Assists in Reporting, Evaluating &amp; Data Collection</b>	<ul style="list-style-type: none"> <li>➤ Assists with the evaluation of the projects/initiatives as part of the overall reporting process.</li> <li>➤ Develops tools that will help to evaluate service delivery and maintains a database on projects and activities.</li> <li>➤ Develops short-term and long-term objectives and key success indicators to measure success of KCI's Language &amp; Culture Initiatives.</li> <li>➤ Assists with identifying recommendations to enhance initiative delivery based on the findings in the evaluation/report.</li> <li>➤ Prepares and writes reports.</li> <li>➤ Manages the collective, analysis and sharing of data with stakeholders.</li> <li>➤ 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.</li> </ul>
<b>Performs any other job-related duties as may be required by the immediate supervisor.</b>	

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

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

ACCOUNTABILITY	
	<ul style="list-style-type: none"> <li>➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.</li> <li>➤ To provide trustworthy, professional and effective organization and facilitation.</li> <li>➤ To engage with referring parties in a professional and collaborative manner.</li> <li>➤ To approach all Kahnawà:ke Community members in a respectful way, with empathy and compassion.</li> <li>➤ To maintain positive working relationships with target groups.</li> <li>➤ To keep abreast of developments and issues for KCI initiatives.</li> <li>➤ To participate in the evaluation of initiative programming.</li> <li>➤ To produce well-researched and documented promotional material.</li> <li>➤ To maintain confidentiality practices.</li> </ul>

QUALIFICATIONS	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>➤ Bachelor's Degree in Applied Human Sciences with one (1) year to (3) three years' experience.</li> <li>➤ D.E.C./Certificate in related field with two (2) years' experience.</li> <li>➤ Minimum High School with five (5) years related work experience and/or training may be considered.</li> </ul>
<b>Skills and Requirements</b>	<ul style="list-style-type: none"> <li>➤ Must be familiar with customs, traditions, and social issues of Kahnawà:ke Community.</li> <li>➤ Must be comfortable with the holistic and trauma-informed approach.</li> <li>➤ Conflict resolution skills.</li> <li>➤ Experience and training in youth group and animation work.</li> <li>➤ Ability to work in a team setting and/or independently.</li> <li>➤ Strong organizational, planning and office skills.</li> <li>➤ Strong time management skills with ability to meet deadlines.</li> <li>➤ Strong communications skills (listening, writing, speaking and presenting).</li> <li>➤ Must have strong interpersonal skills.</li> <li>➤ Valid driver's license and access to a vehicle are a requirement.</li> <li>➤ Ability to work some overtime, flexible hours, including evenings, and weekends.</li> <li>➤ Ability to meet planned deadlines and, on occasion, some unplanned deadlines as required.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien'keha.</li> </ul>

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Immediate Supervisor

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Incumbent

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Date