

## Job Summary

**Location:**  
Deline, NT

**Department:**  
Education

**Salary:**  
TBA

**Northern Living  
Allowance:**  
Yes

**Employment Type:**  
1 year term

**Relocation:**  
N/A

**Housing:**  
N/A

**Closing Date:**  
Open Until Filled

## LANGUAGE NEST COORDINATOR

The Language Nest Coordinator is responsible for developing and providing a language program to suit the needs of the Deline Preschool Program. will be working directly with family and individuals in need of support in Déljné. The Coordinator will work under the supervision of the Preschool/Daycare Manager. The Language Coordinator works collaboratively with the Preschool Teacher and the teacher's assistants to provide a safe, fun and culturally appropriate learning environment for the preschool children.

The Language Nest Coordinator will follow direction of their direct supervisor and follow policies and procedures set by the Déljné Preschool Program and the Déljné Got'jné Government.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Must have an understanding of the northern cultural environment
- Sound knowledge of social, economic, and education issues within the community and region
- Excellent communication skills with good ability to build relationships with clients/colleagues online and in person.
- Reliable with a positive learning attitude, and ability to work independently and with a team
- Time management skills and effective written communication skills
- A flexible schedule including working evenings and weekends
- A commitment to confidentiality
- Standard first aid
- Knowledge and ability to speak Dene Kade is a prerequisite
- Knowledge of computer use
- Stress and time management skills
- Effective decision making, analytical and problem-solving skills
- Keep parents informed of the Language Nest Program expectations, program activities, program material and their child's progress.
- A Criminal Record / Vulnerable Sector check must be provided.

## THIS POSITION IS TYPICALLY ATTAINED BY

- Demonstrated strengths in computer software applications.
- Grade 12 diploma.
- Some related work experience and/or equivalent combination of education and experience would be an asset.
- Some knowledge of administration, office machines, and basic skills with spreadsheet and word processing programs
- Valid driver's license and abstract preferred
- Proof of COVID-19 vaccination
- Stress and time management skills

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