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CONTRACT OPPORTUNITY

Part-time Curriculum Developer - ACFN-2023-027

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) part-time **Dene Yatié Curriculum Developer** role for a short-term eight (8) week contract; the successful candidate will be responsible for the development and preparation of language materials for the Dene Yatié (Language) Program, including developing Dené language lesson and program plans.

This contract is expected to be eight (8) weeks in duration; three (3) days per week; and to end on or before December 1, 2023, and with the possibility of an extension. This is a local contract opportunity in **Fort McMurray, AB.**, or **Fort Chipewyan, AB.**

GENERAL RESPONSIBILITIES

- Evaluate curriculum programs and recommend improvements.
- Develop the structure, content and objectives of new programs.
- Oversee the assets with the development of teaching materials and other resources for program delivery.
- Preparing planning and educational documents and resources.
- Providing direction to early learning teams on the planning, development, and implementation of effective programs.
- Develop Briefing Notes for department and provincial discussions.
- Maintaining and cataloging resources for distribution, including social media.
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs, including Outlook, Word, Publisher, Excel, PowerPoint.
- Willingness to work within a team environment.
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities.
- Outstanding organizational skills.
- Diligent with great attention to detail. Excellent communication skills with the ability to present and explain different topics.
- Excellent work attendance.
- Update language lesson plans with the Dene Language Coordinator and other departments as required.
- Assist in developing Cultural packages for ACFN Dene Children in care and members.
- Develop, plan, and implement the Language Teaching and Resource Development.
- Create content for youth language projects and the integration of language and culture at home and in programming.
- Establish connections and strong working relationships with employees and community.
- Develop a supportive and professional rapport with the community and Elders.

- Act as a positive role model to promote professional values and ethics within the K'ai Tailé community.
- Knowledge of Dene Language and culture.
- Ability to communicate effectively in Dene, orally and in writing, including listening, engaging, presenting, and reporting.
- Training and experience in developing lesson and program plans.
- Develop Summer Youth Language curriculum with support of the Youth and Elders Coordinator.
- Plan training, workshops, and prepare training materials.
- Other duties as required.

QUALIFICATIONS

- Degree in First Nation Studies, Education, Social Sciences, or an acceptable combination of a High School Diploma (Grade Ten), training and Three to Five (3-5) years of related experience may be considered.
- Three to Five (3-5) years of experience in language, project management and community engagement.
- Three to Five (3-5) years of experience working with elementary school children.
- Ability to operate computer systems and relevant software; MS Office 365, Word, Excel, PowerPoint.
- Valid Class 5 Driver's Licence, and own or access to a vehicle.
- A current and clear Criminal Records Check.
- Vulnerable Sector Check; obtained no more than 90 calendar days before the hire date.
- Willingness to work evening, weekends and holidays, as required.
- Willingness to work in a diverse workplace.
- Willingness to sign a Confidentiality Agreement.
- Must be able to travel to Fort Chipewyan, and is a condition of the contract.
- Ability to speak or write Denesųline language, is an asset.

CONTRACT VALUE/SALARY: \$7200.00 - 8 weeks in duration/3 days per week.

How to apply: Interested candidates are invited to submit via e-mail, a letter of interest and a résumé, in confidence to HR@acfn.com. Please identify in the subject line: **Part-time Curriculum Developer - ACFN-2023-027**.

Closing Date: Wednesday, October 4, 2023; by 5:00PM.

Questions? Please e-mail: HR@acfn.com

Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status. Inuit or Métis). Preference may be given to Indigenous people.

