



Employment Opportunity

Elder Youth Coordinator

Contract, Full-Time, \$25.00/hr 35 hours per week

About Keepers of the Circle

Keepers of the Circle is an Indigenous Hub operated by the Temiskaming Native Women's Support Group (TNWSG), a non-profit organization founded in 1997 to promote the economic, cultural, and social equity of Indigenous women, girls, and gender diverse peoples.

About the Role

The Elder-Youth Coordinator will help address the gap in programming and culturally competent workers by building capacity for Cultural Workers as the intern will gain teachings and knowledge from Elders and engage with traditional activities and customs through the design and delivery of programming. Intergenerational engagement is a key cornerstone of Indigenous culture and reconciliation as Indigenous Elders can pass down learnings, customs, and language with the younger generation. This position will help promote and encourage activities and programs that bring Indigenous families together to foster connection to culture and build intergenerational solidarity.

Roles and responsibilities include:

- Organize and promote recreational, cultural, and on-the-land activities for local Indigenous Elders (create schedule of activities, order materials and supplies, book rental of facilities, create marketing materials, etc.)
- Coordinate intergenerational programs with Elders and Indigenous youth and children by collaborating with the daycare and family support staff
- Arrange schedules and transportation for Elders to participate in agency and partner led activities
- Deliver recreational and cultural activities with Elders, children, youth, and families
- Liaise with the Youth Council to identify activities and opportunities for intergenerational learning and connection with Elders
- Document feedback from the Council of Wisdom Keepers, Youth Council, and other local Elders to identify existing gaps and/or desires for programming or events
- Knowledge of Elder Protocols considered an asset
- Basic financial skills and experience in completing cheque requisitions, and budgeting
- Any other tasks as required by the Programs Manager to support the Family Services department


Requirements:

- Indigenous Ancestry and knowledge of Indigenous culture
- Valid class G drivers' licence
- Ability to prioritize and manage conflicting demands
- High level of integrity and excellent work ethic
- Ability to work individually as well as part of a team

This position is on a full-time basis and is based out of our Kirkland Lake Offices

If you would like more information about the role, please reach out to hr@keepersofthecircle.com

Inclusion, Diversity, Equity & Accessibility



We advocate for the presence and contributions of all people regardless of race, colour, religion, age, genetic status, sex, military status, or disability that does not prohibit performance of essential job functions. As an Indigenous organization, Keepers of the Circle has an affirmative action policy that prioritizes the hiring of Indigenous Peoples and community affiliates. Please let us know of any specific requirements during the application process by emailing hr@keepersofthecircle.com – we are happy to work with you on accommodation requests.

How To Apply

Applications will be accepted until **April 25, 2025 5:00 PM**. Please send your resume and cover letter to hr@keepersofthecircle.com with the subject title “Elder-Youth Coordinator Job Application – (Your Name)”.