



Qalipu Cultural Foundation is seeking an enthusiastic individual between the ages of 18-35 to fill the nine-week position of

Project Coordinator

Hours of work: 40 hrs/week

Start date: July 5, 2021

End date: September 3, 2021

Location: Home based. Travel and schedule flexibility is required.

Rate of pay - \$25/hr for a period of nine weeks (insurable hours).

****Position will report to QCF board of directors.**

Qualifications:

Applicant must possess a minimum of either a diploma, bachelor degree or is currently enrolled in a degree program relating to Business, Project Manager and/or Marketing. Experience in social media relations is a definite asset.

Status and Non-status Indigenous persons are eligible to apply and must have a knowledge of Mi'kmaq culture to be considered.

Successful applicant will require a current certificate of conduct.

Duties and responsibilities include:

- Order and assemble smudge kits for 530 participants.
- Design and post a pre-registration form via social media in partnership with Indigenous groups across the province to raise awareness of the project and promote it's intent.
- Recruit Elders and knowledge keepers who agree to be interviewed with respect to the content required for social media watch parties and meet with them to pre-record sessions.
- Work with QCF board to recruit volunteers to assemble kits and organize a method of delivery throughout the province to Mi'kmaq participants.
- Coordinate watch party times and advertise extensively to ensure that maximum participation is achieved.
- Make connections with local media outlets to promote the initiative.
- Report weekly to the QCF board and compile a written final report complete with participant testimonials and evaluation forms.
- Develop an evaluation tool that can be utilized after each watch party is complete.
- Other duties as required.

Deadline to apply: Please forward cover letter and resume with 3 references to galipuculturalfoundation@gmail.com by Friday, June 18 by 4:00pm.