EXPRESSION OF INTEREST

EDUCATION AND SOCIAL DEVELOPMENT

PROJECT MANAGER

WHAT WILL THE PROJECT MANAGER DO?

Kwanlin Dün First Nation seeking those with an interest in supporting the Education and Social Development department with the project management of a Language and Culture Department/Dusk'a Head Start Family Learning Centre Quality Improvement Project (QIP).

Reporting to the KDFN Manager, Language and Culture at the Kenädän Kų (House of Learning) and Manager, Dusk'a at the Dusk'a Head Start Family Learning Centre, the Project Manager will focus on providing support for culturally relevant programming for staff and families at Dusk'a.

The KDFN QIP is a fulltime project estimated to be completed by March 31, 2026 with funding provided in part by Employment and Social Development Canada.

Scope of contractor work will be developed collaboratively but is expected to include the following:

- Assist in planning and the development and implementations of and framework for staff orientation and teaching curriculum, monthly teaching plan templates, etc.
- Facilitate elder workshops and consultation to help develop cultural protocols guidelines
- Coordinate and facilitate focus group discussions, surveys, etc.
- Provide an analysis of focus group and survey results
- Provide a joint report with a full review and assessment of Quality Improvement Project
- Support the work around the development of cultural curriculum to be utilized by teachers in the classroom
- Support the work around the development of staff professional development training plans including supporting the cultural knowledge activities for staff at Dusk'a during PD days
- Support the work around the development of staff performance review plans for cultural competency
- Coordinate community event(s) – logistics to be determined by Manager
- Support the work of the Manager in providing payment of honorarium, etc. for those contracted to hired to support the work of this program as directed
- Provide other supports to the Director, Education and Social Development as needed

ELIGIBILITY LIST REQUIREENTS:

- Experience with Project management;
- Ability to facilitate meetings, discussions, and training/workshops;
- Ability to work effectively as a member of a team;
- Ability to research, compile, report on data gathered;
- Excellent computer skills (MS Office);
- A speaker or learner of Southern Tutchone, Northern Tutchone, Tlingit and Tagish (an asset only).

HOW DO I APPLY FOR THIS CONTRACTING OPPORTUNITY?

- Provide a proposal including the following:
  - CV (Resume)
  - List of fees (Hourly rate of pay, materials, supplies, mileage, etc.) **Note:** all expenses including travel costs, accommodation, meals and incidentals must be pre-approved.
- If selected, a contract will be developed for review and signature and the work can begin.

SEND PROPOSALS AND SUPPORTING DOCUMENTS TO:

Krista Dempster
Manager, Language and Culture Department
Kwanlin Dün First Nation
35 McIntyre Drive
Whitehorse, Yukon Y1A 5A5
Email: krista.dempster@kdfn.net or education.reception@kdfn.net
Closing date: Friday, June 14, 2024 at 4:30 p.m.