



Career Opportunity
Coordinator
Indian Residential School Support Program
(Full-time Permanent)

Closing:
September 23, 2025
(Extended from August 28)

Anticipated Start Date:
Immediate

Salary Range:
\$45,000-\$55,000 Annually
(Based on Qualifications and Experience)

General Description:

Under the direction of the Executive Director of Administration, the Coordinator, Indian Residential School Support Program, is responsible for establishing programs for residential school survivors that support their journey of healing. As well, this position coordinates educational programs on the history and intergenerational impact of Indian Residential Schools.

Responsibilities:

- Share information with individuals on the history and impact of Indian residential schools
- Organize activities with others to support healing, such as Sweat Lodges, Pipe Ceremonies, Healing Ceremonies, Community meals, Talking and Sharing Circles, etc.
- Organize committees to support programs (e.g. subject matter experts, traditional healers, and knowledge holders.
- Participate in ceremonies with elders, Spiritual Leaders and knowledge keepers.
- Create a positive and warm environment where community members feel safe and comfortable to express themselves.
- Maintain detailed records of activities, attendance and expenditures for budget tracking.
- Provide departmental input to annual report and submit to Executive Director of Administration
- Other related duties as assigned by the supervisor.

Qualifications and Experience/Skills:

- Minimum Grade 12 or equivalent
- An acceptable level of knowledge, skills and experience may qualify
- Experience with committees, cultural activities, coordination of events
- Experience researching, preparing budgets and tracking expenses
- Ability to complete data entry and preparation of correspondence
- Ability to use a personal computer

- Beginner level knowledge and proficiency using Microsoft Office Suite
- A deep understanding of the impact Indian residential schools has had on the community and desire to help others in their journey of healing.
- Ability to network and organize activities with others.
- Must be reliable and able to work flexible hours, including evenings, weekends, and holidays.
- Experience working in a First Nations Community is preferred.
- Must have a valid driver's license & reliable vehicle with automobile insurance.
- A criminal records check is required.

Benefits:

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.