

## **Literacy Coordinator for the Pahkisimon Nuye?áh Library System**

The Pahkisimon Nuye?áh Library System is seeking a Literacy Coordinator for the La Ronge & Area Family Literacy Hub (LRAFLH), which operates out of PNLS Headquarters in Air Ronge. This is a permanent, full-time position.

The Pahkisimon Nuye?áh Library System covers an area of 268,498 square kilometres of Northern Saskatchewan, with a population of 37,064 people. PNLS is a federated library system working with 12 First Nations bands, 37 municipalities and 3 provincial school divisions through a network of public, school and post-secondary libraries and institutions. The majority of Aboriginal people in Northern Saskatchewan speak Cree, Dene or Michif. PNLS Headquarters is located in the Northern Village of Air Ronge, SK.

Reporting to the Teacher-Librarian, the Literacy Coordinator will operate, coordinate and serve as the contact point for the La Ronge & Area Family Literacy Hub. Acting on behalf of the Family Literacy Hub, the Literacy Coordinator will provide family literacy programs, services, promotion, and supports for families in cooperation with libraries, schools and relevant organizations within the Tri-Community Area (La Ronge, Air Ronge and Lac La Ronge).

Primary duties for this role will include coordinating and delivering early literacy and family literacy programming for the Tri-Community Area, purchasing and developing materials and resources for early years and family literacy programming, serving as the LRAFLH representative for local and provincial committees and meetings, and completing biannual reporting to the Saskatchewan Ministry of Education.

This position will involve frequent travel to libraries, schools and partner organizations within the Tri-Community Area, and may potentially include occasional travel to libraries, schools and partner organizations across the rest of the PNLS service area (the Northern Saskatchewan Administration District).

### ***Required skills and abilities:***

Good written and oral communication skills, with strong attention to detail.

Knowledge of, understanding in, and experience with early literacy and family literacy concepts.

Ability to establish and sustain cooperative, productive relationships with staff and partners.

Ability to accommodate flexibility in hours as needed for program scheduling and delivery.

Must possess basic computer literacy, including familiarity with computer software, social media and the Internet.

Must have a demonstrated ability to exercise reasonable judgement and discretion, and to maintain confidentiality and professionalism.

Must have a demonstrated ability to work both independently and as a member of a team.

***Qualifications:***

A combination of a high school diploma and some post-secondary education, or a combination of education and relevant experience, is required for this position.

A minimum of three years' relevant experience in family literacy, early childhood education, or a related discipline is preferred.

Early Childhood Educator certification (Level I, II or III) is preferred.

Experience in program development and delivery, particularly for young children and families, is an asset.

Experience in grantwriting and/or reporting is an asset.

Fluency in Cree or Dene is an asset.

Must hold a valid driver's licence.

A Criminal Record Check and Vulnerable Sector Check will be required for this position. (Because a Vulnerable Sector Check application now requires a supporting letter from the employer, PNLS Headquarters will provide all applicants that are selected for an interview with a signed letter outlining the position's need for the VSC.)

In accordance with the current PNLS Salary Scale, the starting range for this position is \$34,463.52 – \$51,760.80, negotiable based on education and experience.

Please forward your resume with references, cover letter, and any other supporting documents to:

James Hope Howard, director@pnls.lib.sk.ca  
Pahkisimon Nuye?áh Library System  
Bag Service 6600  
La Ronge, SK  
S0J 1L0

The full job description is available as a PDF at the following address:

[https://pahkisimon.ca/sites/default/files/2024-07/Literacy\\_Coordinator\\_Job\\_Description\\_Rev\\_20240720.pdf](https://pahkisimon.ca/sites/default/files/2024-07/Literacy_Coordinator_Job_Description_Rev_20240720.pdf)

For more information on PNLS, please visit our website: <https://pahkisimon.ca/>

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