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Bilingual Education Program Coordinator

Join the only international arts festival for children in Saskatchewan for twelve weeks of fun and invaluable work experience! The Children's Festival of Saskatchewan is looking for a bilingual candidate to be our Bilingual Education Program Coordinator (intermediate spoken and written French and English skills required)!

Start date: April 29, 2024

End date: July 19, 2024

Location: Saskatoon, SK

Length of job: 12 weeks

35 hrs/wk

\$16/hr

The Children's Festival of Saskatchewan is an arts-based festival where our children play and learn! We welcome thousands of eager children, parents, educators, and caregivers through our gates for a fun-filled four-day celebration of all things play! Our festival introduces children to cultural events, artistic experiences, engaging activities and diverse performances created just for them.

We are proud to be an inclusive festival, offering multicultural programming that embraces all orientations and abilities. Our festival is reflective of our great community and will always promote children's mental health while maintaining accessible programs for all children to play and learn together.

To learn more about the Children's Festival of Saskatchewan, visit: <https://childrensfestsk.ca/>

Duties include:

- ♦ establishing contact with French immersion and Francophone classrooms across the province
- ♦ networking with provincial French-language community/cultural groups for in-person and virtual French programming;
- ♦ assisting in the creation of Teachers Kits and the translation of these kits into French
- ♦ sending French educational material to French immersion and Francophone schools that have not signed up for our in-person or virtual shows or workshops;

- ♦ writing French translations for the festival material including the website, digital programme, virtual festival, and marketing materials;
- ♦ assisting with the Festival-in-a-Box Outreach program;
- ♦ creating French promotional material, distributing these materials to provincial Francophone organizations;
- ♦ preparing a French Festival Guide with programming and workshop descriptions;
- ♦ assisting in welcoming and checking in the French immersion and Francophone classes that attend the in-person Festival; and,
- ♦ post-festival reporting on how we can connect with the provincial French community in the years to come.

The ideal candidate will:

- ♦ be fluent in both French and English (spoken and written);
- ♦ be outgoing, creative, professional, and trustworthy;
- ♦ have some experience working or volunteering for cultural organizations;
- ♦ ideally, be attending a post-secondary institution;
- ♦ be comfortable working alone and as a team;
- ♦ have experience with Google Workspace, social media;
- ♦ be comfortable communicating via email and Zoom;
- ♦ possess a valid driver's license; and access to a vehicle is preferred;
- ♦ be eligible to participate in the [Jeunesse Canada au travail/Young Canada Works program](#) and the [Canada Summer Jobs](#) program.

The festival is committed to inclusive hiring practices, and we encourage the applications of persons of all abilities, cultures, and orientations.

Please submit a cover letter and resume directly to the General Manager, Kayla Rourke, at gm@childrensfestsk.ca. The deadline for applications is April 5th, 2024.

