



WOLASTOQEY TRIBAL COUNCIL

Matawaskiye • Wotstak • Bilijik • Sitansisk • Welamukotuk

EMPLOYMENT OPPORTUNITY – Wolastoqey Tribal Council Inc.

Early Years Training Coordinator

Location: Fredericton, New Brunswick, Canada

Term: One year with the possibility of renewal

Date Issued: July 2nd 2026

Deadline for Application: July 19th 2026

The Wolastoqey Tribal Council Inc. (WTCI) is a not-for-profit organization whose role is to provide capacity-building opportunities for its member communities within the traditional Wolastoqey territory in New Brunswick. These member communities consist of Matawaskiye (Madawaska Maliseet First Nation), Wotstak (Woodstock First Nation), Bilijik (Kingsclear First Nation), Sitansisk (St. Mary's First Nation), and Welamukotuk (Oromocto First Nation).

Visit our website for more information: www.wolastoqey.ca

Overview:

The Wolastoqey Tribal Council (WTCI) Early Years team is dedicated to supporting Indigenous Early Learning and Childcare programs through culturally grounded professional learning, capacity building, and community-driven support. Working in partnership with Early Years sites, the team provides tailored services that strengthen educator knowledge, enhance program quality, and support positive outcomes for children, families, and communities.

Through on-site mentoring, professional learning opportunities, and access to specialized resources and expertise, the team supports educators in areas such as Indigenous language and culture, land-based learning, inclusive practices, curriculum development, and early childhood education. Guided by Indigenous knowledge systems and community priorities, the WTCI Early Years Team is committed to building strong, sustainable Early Years programs that nurture the well-being, identity, and future success of Indigenous children.

Roles & Responsibilities:

Reporting to the Director of Lifelong Learning, the role of the **Early Years Training Coordinator** position is to support the coordination, implementation, and continuous development of training and capacity-building initiatives for community Early Years sites and related programs.

This position blends program coordination, training administration, facilitation, stakeholder engagement, and learner support. The successful candidate will work alongside educators, Elders, community partners, MFI representatives, and other service providers to strengthen workforce development and create meaningful learning opportunities that support children, families, and communities.

Key responsibilities include:

- Plan and deliver in-person and online staff trainings on the Toolbox and EY-1 course.

- Coordinate logistics for training
- Provide ongoing support for learners taking training online and in person offering feedback, moderating discussion boards, and hosting online learning sessions.
- Gather staff feedback and generate reports
- Assist in the creation of additional training and workshop opportunities within the Early Year program.
- Provide support and coordination for community early years professional development and workshop opportunities.
- Maintain strong collaboration between other community organizations, partners and other Tribal Councils on EY initiatives.
- Foster relationships with Elders, Knowledge Keepers, and community members to support culturally integrated learning.
- Assist with administrative tasks such as data entry, maintaining records, and scheduling.
- Contribute to team-building gatherings and professional development events.

Education and Experience:

- Certificate or diploma in Early Childhood Education, Education Assistant, or a related field.
- Experience in Indigenous education or early childhood settings is an asset.
- Familiarity with Wolastoqey communities, language, culture, and traditions is strongly valued.
- Strong facilitation, communication, and collaboration skills.
- Comfortable with basic technology tools (Microsoft Office, email, Zoom, etc.).
- Organized, flexible, and committed to continuous learning and cultural humility.
- Ability to work independently and as part of a team.

Additional Requirements

- Valid driver's license and ability to travel.
- Criminal record check and vulnerable sector check required.
- Travel to Wolastoqey communities with additional travel throughout New Brunswick as needed.
- Evening and weekend as required.

Submission:

Applications should be submitted in confidence via email, with the subject line "Early Years Training Coordinator" to: human.resources@wolastoqey.ca. The deadline for application is July 19th 2026.

Remuneration is commensurate with qualifications and experience. The salary range for this position is \$52,000-\$67,000. Working location is 35 Dedham St., Sitsansisk (St. Mary's First Nation, NB) with possibility of hybrid.

WTCI hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.