



KITSELAS GOVERNMENT JOB POSTING

IDENTIFICATION

Job Title: Language Coordinator	Department: Community Services
Reporting to: Manager of Community Services	Employment Status: Temporary Employee
Job Code:	Start Date: As soon as possible POSTED NOVEMBER 17, 2017

A. PURPOSE

The Language Coordinator, working under the supervision of the Teacher, ensures the hosting and resourcing of regularly scheduled community engagement sessions to collect information towards developing a 3 year community language plan for the Band. This position will work in a team environment with a working group, to draft the plan. The Coordinator is responsible for maintenance and asset management for this short-term project.

B. MAIN DUTIES AND RESPONSIBILITIES

Language Coordinator

- Reporting
 - Submit regular updates, mandatory reports, and statistics to Manager of Community Services
- Maintenance, Asset Management, and activities
 - Maintain language program data, files and activities including Community Engagement Sessions; and
 - Assist in obtaining the necessary supplies, equipment and resources to facilitate language based functions.
- Community Engagement Sessions
 - Develop and engage processes that results in obtaining community input to 3 Year Language Plan;
 - Evaluate feedback and categorize the list of language needs identified by participants as a result of community engagement sessions;
 - Conduct presentations at Working Group Consultation Sessions;
- Language program support
 - Serve as a contact/resource to the community and Kitselas government to answer questions on Kitselas Language Project;
 - Attend and participate in required meetings relevant to position;
- Language Project Program Delivery
 - Ensure services are delivered with excellence and adhere to the Band's policies and procedures;
 - Maintain list of Kitselas Elders possessing Kitselas Dialect, and list of Traditional Advisors, that may be willing to work on future projects;

C. EDUCATION AND EXPERIENCE

- Completion of High School Diploma; or demonstrated experience in this type of work
- An individual with understanding of the practice and sharing of Kitselas history, culture, traditions, ceremonies, principles and values of the Kitselas People; preference to persons of Kitselas Ancestry;
- Post-secondary diploma in Native Studies or related field is preferred;
- Knowledge of a second language is an asset (preference to First Nations);
- An understanding of the northwest BC cultural and political environment; and,
- Previous experience working in a First Nations community and/or organization is preferred.

D. SKILLS AND ABILITIES

- Ability to work flexible hours to meet community needs
- Excellent communication skills -both written and spoken with a variety of age groups;
- Thorough research skills recording & updating of activities for quality assurances;
- Computer skills (e.g. excel, word, outlook, power-point)
- Excellent organizational skills;
- Excellent time management skills;
- Conflict resolution & customer service skills;
- Incredibly responsible with a proven track record of being reliable and dependable;
- Demonstrated abilities to multi-task
- Terrific problem solving skills and decision making ability
- Fun, enthusiastic and eager to entertain people with a sense of adventure
- A responsible self-starter with limited need for supervision- work cooperatively with other departments within the organization
- Strong inter-personal skills an asset

E. ADDITIONAL REQUIREMENTS

- Valid BC Driver's license (Class 4);
- Access to an insured vehicle

HOW TO APPLY

Further information can be obtained at www.kitselas.com, or at (250) 635-5084 ext 231. Interested applicants should apply at their earliest convenience with a resume and cover letter. Please reference "Language Coordinator" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

Attn: Teri Muldon
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Kitselas First Nation
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