



TSAY KEH DENE

Chief Johnny Pierre

1940 3rd Avenue
Prince George, BC V2M 1G7
Ph. (250) 562-8882 Fax (250) 562-8899

Position Title: Language and Culture Coordinator

Reports To: Executive Director

Position Type: Full time

Hours of Work: 8:30 am – 4:30 PM (Monday – Friday)

Start Date: Remains open until when filled

SUMMARY:

Under the supervision of the Director of Language and Culture, The Language and Culture Coordinator will also be responsible for ensuring Sekani Culture and Language is clearly communicated in all Tsay Keh Dene Programs and Services. The Language and Culture Coordinator is responsible for assisting with the development and delivery of all Language and Culture activities, development and teachings for programs. This position is also responsible for assisting with projects related to culture, language and traditional land use. The Incumbent may be required to work some evenings or days out of town related to project activities related to Culture camps, cultural site enhancement projects.

COMPETENCIES:

- Effective Communication
- Time and Stress Management
- Problem Solving
- Client Focus
- Critical Thinking
- Result Oriented
- Organization and Adaptability

JOB DUTIES:

- Coordinates all aspects of language and culture projects;
- Update the language lesson plans with the Early Years Coordinator and other departments as required.
- Develop, plan, and implement the Language and Cultural Camps
- Assist in developing Cultural packages for Tsay Keh Dene Children in care of MCFD
- Develop, plan, and implement the Language Teaching and Resource Development

- Collect ideas for youth language projects and the integration of language and culture at home and in programming;
- Collaborate with Director of Language and culture in determining priorities for Tsay Keh Dene Language Revitalization Plan.
- Facilitate meetings and liaise with staff when supporting activities;
- Liaise with language program staff and adhere to and promote culture and language activities in the community.
- Engage with staff to strengthen, develop, and promote language programs and services;
- Establish connections and strong working relationships with staff and community
- Develop a supportive and professional rapport with the community and elders.
- Act as a positive role model to promote professional values and ethics within the Tsay Keh community;
- Gather information for Language Immersion Programs
- Engage with Tsay Keh Dene to assist in promoting language and cultural practices within the community.
- Assists with the development of the language dictionary.

REQUIREMENTS:

Education and Experience

- Knowledge of Tsay Keh Language and culture.
- Degree in First Nation Studies or equivalent education.
- Knowledge of the Sekani language and culture is an asset.
- Minimum two years experience in project management, outreach, and community engagement.
- Understanding of Sekani culture and values.
- Knowledge and understanding of Sekani Principles.
- Knowledge of the needs of the community
- Knowledge of community services and supports.
- Ability to communicate effectively orally and in writing, including listening, engaging, presenting, and reporting.
- Ability to operate computer systems and relevant software;
- Strong organizational and problem-solving skills
- Ability to work in a collaborative staff team environment;
- Ability to function effectively in a high stress, high noise environment; and
- Enthusiasm, flexibility, dedication and commitment to community language and culture revitalization.
- Respect for the Sekani traditions, values, and culture.
- Comply with Standards of Professional Conduct and Oath of Confidentiality.

Knowledge, Skills and Abilities

- Team building skills.
- Knowledge of Tsay Keh language and or a willingness to learn.
- Experience working with Indigenous communities.

- Understanding of Tsay Keh culture and values.
- Knowledge and understanding of Tsay Keh Cultural Practices.
- Knowledge of the needs of Tsay Keh youth and families.
- Knowledge of Tsay Keh community services and supports.
- Ability to operate computer systems and relevant software.
- Effective leadership skills.
- Knowledge of office 365 such as word, excel, PowerPoint.
- Excellent writing skills.
- Ability to respond effectively in crisis situations.
- Ability to function effectively in a high stress, high noise environment

Salary: \$22.00-\$26.00 per hour

Benefits:

- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- RRSP match
- Vision care