



**Kitselas First Nation  
JOB POSTING**

**A. IDENTIFICATION**

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**Job Title:** Language & Culture  
Coordinator

**Reporting to:** Director of Community Services  
and Education

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**Department:** Community Services and  
Education

**Employment Status:** Full-time

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**Date:** till filled

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**B. Purpose**

The Language & Culture Coordinator will be working under the Director of Community Services & Education. Will foster a team environment, and lead Kitselas Sm'alg yax Language & Culture team to creating Language and Culture for Kitselas. Be a professional who demonstrates curriculum and cultural knowledge. Carry out the professional duties of a coordinator as required. Work closely with the language teacher and Elder Advisory to coordinate Sm'alg yax language and Kitselas Tsimshian Culture in ways that are responsive to revitalization, learning environments, classroom routines and ways to honor Kitselas, our way of life, and traditions of the territory.

**C. Main Duties & Responsibilities**

- Coordinate and facilitate Community gatherings for the purpose of engaging community in developing a 3-year Language Plan for Kitselas
- Oversee all phases of Kitselas Language and Culture programs
- Organize the drafting of a 3-year language plan, using information and knowledge gathered from meetings and the language surveys,
- Work closely with the language teacher & representatives from the Language working group to develop and implement language and culture planning sessions
- Lead the implementation of standard, digital and online formats which are accessible to staff, students and community to support their programs or learning.
- Oversee Language Assessment Surveys; chart and summarize the data from completed surveys; and store data for future use
- Coordinate and facilitate language planning meetings with representatives of the working group and otherwise
- Create a repository/storage of and archive of resources that supports the Kitselas Language and Culture Revitalization and programs; identify resources in existence, their location and accessibility, and identify what resources are needed for future language work
- Draft a language vision statement that represents the goals and visions of the Comprehensive Community Plan as stated by its membership

- Ensure minutes are taken at all meetings
- Apply for funding and grants
- Reporting
  
- Submit regular updates, prepare mandatory reports, and statistics to Director 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 and culture-based functions.
- Community Engagement Sessions
- Develop and engage processes that results in obtaining community input to Language and culture Planning;
- Evaluate feedback and categorize the list of language and culture 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 and Culture Program;
- Attend and participate in required meetings relevant to position;
- Perform all administrative duties as required
- Lead in the growth and development of all Language and Culture program areas
- 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;
- Additional duties as required

#### **D. EDUCATION AND EXPERIENCE**

- Completion of High School Diploma or equivalent; and or demonstrated experience in this field of work
- Language and Culture education and development
- Experience working with Elder Advisors
- Work in a team setting as lead or team member
- Understanding of the practice and sharing of Kitselas history, culture, traditions, ceremonies, principles and values
- Post-secondary diploma in Native Studies or related field is preferred
- Experience working in a First Nations community and/or organization
- Experience working in online setting, including meetings and general communication

## **E. SKILLS AND ABILITIES**

- Ability to work flexible hours to meet community needs
- Excellent verbal, reading and written communication skills
- Research skills including recording, and documentation
- Computer skills (e.g. excel, word, outlook, power-point)
- Organizational skills
- Time management skills
- Conflict resolution & customer service skills
- Responsible, reliable and enthusiastic
- Able to multi task
- Able to lead program development
- Able to lead group meetings
- Good problem-solving skills and decision-making ability

Enthusiastic and able to instill 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
- Perform additional duties as required

## **F. ADDITIONAL REQUIREMENTS**

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

## **HOW TO APPLY**

Interested applicants should apply with a resume and cover letter to the attention of the Director of Community Services. Please reference "Language and Culture Coordinator" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

Attn: Debbie Moore Kitselas First Nation

Tel: (250) 635-5084 ext.4090

Fax: (250) 635-5335

Email: [jobopportunities@kitselas.com](mailto:jobopportunities@kitselas.com)