



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

Position Title: Language and Culture Manager
Department: Language and Culture Department
Supervisor: Chief Administrative Officer
Terms: Full-Time
Job Reference #: 2019-023

PURPOSE OF POSITION:

This purpose of this position is to ensure the successful management of the Language and Culture Division by directing all language and culture departmental programs and services, overseeing all program administration, including duties such as the development of annual budgets, negotiating on behalf of the Language and Culture Department, contract management and providing general staff supervision. The incumbent is responsible for working in collaboration with internal and external partners, including the Senior Management Team and Departmental Administrators, to strategically plan and implement the long and short-term goals and objectives needed to fulfill the vision and mandate established in the Tk'emlúps te Secwépemc Language and Culture Strategic Plan.

DUTIES AND RESPONSIBILITIES:

- Ensures that the Tk'emlúps te Secwépemc Language Revitalization plan and Departmental Strategic plan is developed and implemented.
- Researches and monitors applicable Language and Culture policies, laws and legislation; evaluates and advises on changes and makes recommendations to the CAO.
- Develops language and culture policies and procedures, strategic plans, goals, objectives and departmental work plans.
- Ensures the efficient, inclusive and effective development and delivery of Secwépemc language and culture activities and services to Tk'emlúps te Secwépemc.
- Advises staff members who are preparing proposals for third party funding and when negotiating contracts.
- Promotes and enhances the integrity of the Western Dialect of Secwepemctsin.
- Ensures that enough resources are obtained and made available for implementing language and culture programs and services.
- Determines the need for consultants/contractors, and initiates hiring/selection, and monitors the work of consultants and contractors.
- Identifies how language and culture services and programs can be integrated with other TteS Departments and consults with those Department Managers.
- Performs all duties and responsibilities in accordance with the TteS policies, standards and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
- Actively advocates for the Western Dialect and help advance Secwepemctsin so that more of Tk'emlúps te Secwépemc learn Secwepemctsin.
- Promotes and creates opportunities for language learners to connect with fluent speakers, including obtaining funding for the Master Apprentice Program.

- Further develops and maintains a mutually beneficial relationship with our sister band, Skeetchestn.
- Ensures that an on-reserve accredited language proficiency program is offered in partnership with a post-secondary institution and Ttes to promote our traditional inter-generational learning practices.
- Participates in committees, boards, forums, commissions, meetings and working groups on the national, provincial and community levels in developing goals, plans, policies and procedures that directly benefit Secwépemc language and culture.
- Ensures Chief and Council have information required when discussing Provincial and Federal language, history and cultural programs and services that will address Tk'émłúpsemc's needs.
- Works in collaboration with internal and external partners to carry out projects and programs and to ensure efficient service delivery and communication regarding language and culture programs and services.
- Ensures that all proposal grant application forms and all interim and final reporting requirements are submitted in a timely manner.
- Works in collaboration with Senior Management team to ensure CCP strategic goals are met.
- Prepares and administers all language and culture program budgets, estimates incoming revenues, monitors expenditures throughout the year to stay within budget and reports potential over expenditures to supervisor.
- Coordinates activities related to recruiting, selecting, hiring and evaluating of the language and culture department staff.
- Provides staff with professional and technical support, coordinates the personal and professional development, and will mentor and coach staff in problem solving work related or personnel issues.
- Oversees the Secwepemc Museum and Heritage Park's programs, services and operations
- All other related duties as necessary

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education, and Experience

- Must have a **minimum bachelor's degree** in a First Nations Language or a degree in related field with a Secwepemctsín Proficiency Certificate, with preference given to a master's degree in a First Nations Language in Secwepemctsín.
- Minimum of three to five years Administrative experience in a First Nation Organization implementing and/or overseeing language and culture programs and services, supervising and managing staff and developing and managing budgets.
- Professional experience teaching Secwepemctsín.
- Certified Language Teacher with the Ministry of Education's Teacher Regulation Branch.
- Must pass a Vulnerable Persons Criminal Record Check
- Must possess a Valid Class 5 Driver's Licence with reliable transportation

SKILLS AND ABILITIES:

- Extensive, firsthand knowledge of Secwépemc language, history, culture, customs, traditions, protocols and challenges is a requirement
- High-intermediate to advanced fluency in Secwepemctsín will be required for this position. This will be verified by an expert panel prior to any interviews; candidate must show verified competency in reading, writing and speaking the Western Dialect.
- Strong knowledge of provincial and federal language and culture funding programs.
- Clear understanding of teaching methodology and resource and curriculum development with a First Nations language.

Hours of Work: Normal Day shifts – 7 hours. Non-normal shifts may be required.

Pay Grade: As per current TteS salary grid

Tk'émłúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

Deadline is Thursday April 18, 2019 to be received by 1:00 PM

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at resume@kib.ca, Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #210-330 Chief Alex Thomas Way
Office Hours are Monday to Friday, 8:00 AM to 4:00 PM
Closed for Lunch from, 12:00 PM to 1:00 PM

Any late submissions or submissions without the **TteS Job Application Form** will **NOT** be considered.