



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 Coordinator
DEPARTMENT: Language and Culture Division
SUPERVISOR: Language & Culture Department Manager
TERMS: Full Time
Reference #: 2019 - 066

PURPOSE OF POSITION:

This position is responsible for the overall development, documentation, implementation and coordination of Secwepemctsin programs and services. As well, the Language Coordinator must have the passion and commitment to facilitate and organize a Tk'emlúps te Secwépemc community language champion group to ensure the perpetuation, promotion and revitalization of Secwepemctsin through various projects, programs and marketing of the language.

DUTIES AND RESPONSIBILITIES:

Overseeing the coordination, facilitation, and implementation of language initiatives identified by the Tk'emlúps te Secwépemc (TteS) for Secwepemctsin, with a focus on the dialect of the TteS. (95%)

- Submit proposals for Secwépemc language, history and culture and submit all reporting requirements in a timely manner.
- Support the language champions of the Tk'emlúps te Secwépemc community by leading a language planning group which builds upon the previous TteS Language Survey and Language Revitalization Planning Program initiatives to immediately set ideal language goals and mobilize the community.
- Develop a strong working knowledge of all TteS language revitalization initiatives, such as the Little Fawn Nursery Preschool immersion program, Secwépemc Museum and Heritage Park, successful proposals sponsored by the First Peoples Cultural Council, etc.
- Make recommendations for the language budget and keep track of expenditures.
- Initiate outreach activities to interview elders and fluent speakers based on ideal language goals for the community.
- Coordinate and facilitate regular language planning meetings with the goal of building a team of language champions to mobilize the TteS community to become enthusiastic about language learning and revitalization.

- Work with the language planning group to increase the number of Tk'emlúps te Secwépemc language learners and fluent speakers of all ages.
- Facilitate inter-community communication by identifying language champions and building rapport with local elders, fluent speakers, traditional knowledge holders, and cultural experts.
- Assist with gathering information for proposals that focus on the enhancement and revival of Secwépemc language, history and culture.
- Mobilize the community goal of returning Secwepemctsin to everyday use and intergenerational transmission by coordinating language classes or other events with the language planning committee.
- Liaise with language champions of all 17 Secwépemc Nation communities to build and strengthen collaborative relationships and establish practices for communication and sharing as necessary.
- Assist the language planning group to update the TteS language survey.
- Establish and maintain excellent rapport with colleagues and clients.
- Responsible for providing written and verbal reports, including an annual report by March 31st.
- Perform all duties and responsibilities in accordance with the TteS policies, standards, and procedures, and as directed by the Language & Culture Department Manager.
- Work closely with and collaborate with on-site elders when developing curriculum and teaching classes.
- Maintain confidentiality on all matters relating to the affairs of the Language & Culture Department and TteS.

Other related duties as required. (5%)

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Bachelor's Degree in a First Nations Language or a degree in related field with a Secwepemctsin Proficiency Certificate is required.
- Experience in strategic planning and/or community language planning is an asset.
- Must be willing to continually upgrade knowledge, skills and abilities.

Skills and Abilities

- Must be passionate and dedicated to the enhancement, perpetuation and revitalization of the Tk'emlúps te Secwépemc dialect of the Secwépemc Language.
- Extensive, firsthand knowledge of Secwépemc language, history, culture, customs, traditions, protocols and challenges.
- High-intermediate to advanced fluency in Secwepemctsin; competent in reading, writing and speaking Secwepemctsin.
- Must have knowledge of and follow proper cultural protocols when engaging Elder, Fluent Speakers and Traditional Knowledge Keepers.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Current involvement in the Secwépemc Nation.
- Communicate effectively with an audience in both English and Secwepemctsin.
- Good oral and written communication skills.
- Strong analytical, organizational, coordinating and planning skills.
- Proven ability to set priorities and meet deadlines.
- Extensive knowledge of Secwépemc culture, history, and lifestyle is required.
- Ability to work independently.

- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.
- Travel is a requirement.

Conditions of Employment

- Must have a minimum level of high-intermediate to advanced fluency as evaluated by a panel of fluent Secwepemctsín speakers selected by Ttes.
- Must be able to pass a Criminal Record Check, Vulnerable Section.
- Must have a valid Class 5 BC Driver's License and clean driver's abstract.
- Must have reliable and insured transportation.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is September 12, 2019 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/job-application-form/>, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/job-application-form/>**

Any late submissions or submissions without the job application form will not be considered.