



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 Program Assistant
DEPARTMENT: Language & Culture Department
SUPERVISOR: Language Coordinator
TERMS: 18 Weeks – New Horizon for Seniors Program
Part-Time (2 days per week)
REFERENCE #: 2021-053

NATURE & SCOPE OF WORK:

The Language and Culture Division documents, collects, preserves, exhibits, researches, interprets and promotes the understanding of all objects and documents of linguistic, cultural, artistic and historical value to the Secwépemc. The Language programming builds on curriculum development and consolidation to protect and revitalize our Secwépemc language and benefit future generations by supporting an increase in the number of speakers through educational programming and cultural activities. The Language and Culture department prioritizes the revitalization of the Tk'emlúps te Secwépemc dialect to affirm our cultural identity and connection to the land for the strength and empowerment of our people.

PURPOSE OF POSITION:

The purpose of this position is to assist the Language Coordinator with the TteS video platform to research, coordinate, and document cultural activities within the community. The Language Program Assistant will communicate with the 13 TteS grassroots family heads and provide technology support to elder/youth pairs. All responsibilities are governed by the policies and bylaws of Tk'emlúps te Secwépemc.

DUTIES AND RESPONSIBILITIES:

- Organize and host technology training session with 13 elder/youth pairs.
- Conducts telephone calls with 13 elders/youth pairs to schedule meetings.
- Language Program Assistant to organize, schedule and host technology training for 13 elder/youth pairs.
- Assists elder/youth pair in conducting video recordings.
- Assist Media Specialist to edit and finalize 13 short cultural videos and upload to TteS video platform
- Organize virtual celebration event to showcase project videos.
- 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.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Must complete a Criminal Record Check and maintain clear status throughout employment.
- High school diploma.

Skills and Abilities

- Familiarity with Secwépemc culture.
- Must have knowledge of and follow proper cultural protocols when engaging Elder, Fluent Speakers and Traditional Knowledge Keepers
- Good oral and written communication skills.
- Strong analytical, organizational, coordinating and planning skills.
- Ability to set priorities and meet deadlines.
- Ability to take initiative.
- Must be physically fit and willing to work in challenging environments.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, problem solving and judgement skills.

SPECIAL REQUIREMENTS

- Uses office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, cell phones, and telephones.
- Uses computer applications such as internet Explorer, electronic mail, spreadsheets, word processing.

HOURS OF WORK: Normal shift work, 8:00 – 4:00, 2 days per week

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 May 17, 2021 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, 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/employment/>**

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