



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: 40 Weeks – Pathways to Language Vitality Program
Full-Time
Reference #: 2022-078

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 Pathways to Language Vitality language and culture activities within the community. The Language Program Assistant will communicate with the project participants, assist with administrative tasks, and provide technology support. All responsibilities are governed by the policies and bylaws of Tk'emlúps te Secwépemc.

DUTIES AND RESPONSIBILITIES:

- Organize and host language sessions with family groups/project participants.
- Conducts telephone calls, delivering messages and emails to family groups and to schedule meetings.
- Language Program Assistant to assist with organizing and scheduling language sessions.
- Assists family groups with technology and answering questions about the project.
- Assists with organizing a celebration event to honor family groups and to showcase project.
- Document and maintain files and all information regarding the Pathways to Language Vitality project
- 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 (possible non-normal shift work)

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

Deadline for the Job posting is July 1, 2022 to be received no later than 2:00 p.m.

Submit Job Application Form, cover letter, resume, and references
online: tkemlups.ca, by email: resume@kib.ca, 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 noon to 1:00

We require each applicant to fill out
an online [Job Application Form](#), which can be found on the main Current Openings page.

**Any late submissions or submissions without the [Job Application Form](#)
WILL NOT be considered.**