



## *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:** Multimedia Specialist  
**DEPARTMENT:** Language and Culture Division  
**SUPERVISOR:** Language Coordinator  
**TERMS:** Full-Time, Permanent  
**REFERENCE #:** 2023-016

### PURPOSE OF POSITION:

This position is responsible to lead the creative process of all types of digital media for the overall development, implementation and coordination of the Secwepemc Language resource list. The person will produce, create, compile, and design video, audio, and paper-based media from original and stock media.

### DUTIES AND RESPONSIBILITIES:

**Leads the creative process of all types of digital multimedia assets. Overseeing the coordination, facilitation, and implementation of language planning initiatives identified by the TK'emlúps te Secwépemc (TteS) for the Secwépemc Language, with a focus on the dialect of the TteS. (95%)**

- Submits proposals for Secwepemc digital media and submits all reporting requirements in a timely manner.
- Supports 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.
- Develops strong working knowledge of all TteS Language and Culture Department language revitalization initiatives, such as the Little Fawn Nursery Preschool immersion program, Little Fawn Daycare cultural program, Secwépemc Museum and Heritage Park, successful proposals sponsored by the First Peoples Cultural Council, etc.
- Makes recommendations for the language budget and keeps track of expenditures.
- Initiates outreach activities to interview elders and fluent speakers based on ideal language goals for the community.
- Works with the language planning group to increase the number of Tk'emlúps te Secwépemc fluent speakers of all ages.
- Works with the language department to create, develop, and update all language resources.
- Creates digital video and audio media needed for different environments (class, online, etc).
- Able to edit any digital media (video, audio, and image).
- Ability to prioritize tasks and to work with both clients and colleagues.
- Facilitates inter-community communication by identifying language champions and building rapport with local elders, fluent speakers, traditional knowledge holders, and cultural experts.

- Assists with gathering information for proposals that focus on the enhancement and revival of Secwépemc language, history and culture.
- Liaises with language champions of all 17 Secwépemc Nation communities to build and strengthen collaborative relationships and establish practices for communication and sharing as necessary.
- Assists the language planning group to update the TteS language survey.
- Establishes and maintains excellent rapport with colleagues and clients.
- Responsible for providing written and verbal reports, including an annual report by March 31<sup>st</sup>.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures, and as directed by the Language and Culture Department Manager.
- Maintains confidentiality on all matters relating to the affairs of the Language and Culture Department and the TteS.
  
- **Other related duties as required. (5%)**

**Professional Certification, Education and Experience:**

- Bachelor degree or relevant experience required with extensive knowledge of Secwepemc culture, history and lifestyle or an equivalent combination of education and/or training.
- First Nation Language Proficiency Certificate an asset.
- Experience in strategic planning and/or comprehensive community planning is an asset.
- Must be willing to continually upgrade knowledge, skills and abilities.
- Must pass Criminal Record Check.
- Must have a current valid BC Drivers Licence and reliable transportation
- Travel is a requirement.

**Skills and Abilities:**

- Must be passionate and dedicated to the enhancement and perpetuation of the Tk'emlúps te Secwépemc dialect of the Secwépemc Language.
  - Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
  - Current involvement in the TteS community
  - Communicate effectively with the audience
  - Some knowledge of the Secwepemc language is ideal, or willing to learn immediately.
  - Good oral and written communication skills.
  - Strong analytical, organizational, coordinating and planning skills.
  - Proven ability to set priorities and meet deadlines.
  - Extensive knowledge of Secwepemc 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

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts may be required.

**PAY GRADE:** Starting at \$30-\$33.07 depending on education and experience.

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 March 24, 2023 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references**

**online: <https://tkemlups.ca/employment/job-application-form/>, by email, [resume@ttes.ca](mailto:resume@ttes.ca)**

**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/job-application-form/>**

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