



JOB POSTING

DEPARTMENT: Natural Resource (NRD)
SUPERVISOR: NRD Manager
POSITION/TITLE: Cultural & Language Coordinator
TERM: 1 Year Term – 35hr/week

The Natural Resources Department is responsible for monitoring any activity or project that could impact the multitude of resources found within Simpcw Territory. The Cultural & Language Coordinator will plan, coordinate and evaluate activities to promote the Simpcw history, culture and language of the Simpcw people that will serve as the basis for future long-term revitalization of these topics. The Cultural & Language Coordinator will work with the Simpcw Language team (in conjunction with Neqweyqwelsten School & Health Dept.) to promote language learning through existing teaching materials and models that are available, whether through home study or organized classes. This is a junior position in which the incumbent will be expected to keep developing his/her Shuswap Language reading, writing and speaking skills, assist Neqweyqwelsten School language program by mentoring with the school Language Coordinator and to take courses or workshops for their professional development.

Required Qualifications:

- Knowledge of Secwepemcstin/Simpchw language, culture and history
- Proficient in program planning, coordination, some facilitation and the evaluation of cultural and language development for the Simpcw community
- Educated and skilled in computer, filing and database management
- Knowledge of general office equipment and computer systems
- Able to work with people of all ages, staff and community
- Capable of organizing workloads and setting priorities
- Skilled at communicating effectively, both orally and in writing (English)
- Can take initiative and is dependable
- Effective at maintaining interpersonal relationships
- Able to work within a team setting, as well as independently
- Possess strong computer skills (MS Excel, MS Word, MS Power Point, MS Outlook)
- Able to travel and work flexible hours
- Hold a valid BC driver's licence and have reliable transportation
- Strong proposal writing skills

Knowledge and Abilities:

- Comfortable with report writing as regular status reports to the supervisor and monthly submissions to the Simpcw Newsletter will be required
- Keen to learn and work with the NRD Archival department
- Confident preparing a strategic monthly work plan
- Able to identify short and long-term activities and programs for the development of language and culture for Simpcw community members
- Able to follow safe work procedures and all relevant Band policies and procedures
- Keen on sourcing out resources for language and cultural development and potential funding sources

Please submit a cover letter, resume, references, and copies of all current certificates to:
Lynn Guitard, Natural Resource Assistant
Simpchw First Nation
PO Box 220 Barriere BC V0E 1E0
Lynn.Guitard@simpchw.com

Deadline for Applications: Friday, March 22nd, 2019 at 4:00pm

Only applicants shortlisted will be contacted for interviews.

Interview Date: Thursday, April 4th, 2019

Please note that successful applicants will require a Criminal Record Check, the details of which may preclude an offer of employment being finalized.

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of Simpcw or Aboriginal ancestry as per Section 16(1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.