



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

## Position Information

Position ID: CL-2101  
Position: Culture & Language Manager  
Supervisor: General Manager  
Hours: Full-time  
Start Date: October 18, 2021 (or as soon as possible thereafter)

## Job Summary

The Culture & Language Manager is responsible for coordinating, developing and facilitating, and implementing culture and language program initiatives and activities for Saik'uz First Nation. The Culture & Language Manager will work closely with community representatives and other governments and agencies to build and strengthen collaborative relationships. The Culture & Language Manager will additionally establish replicable practices for maximizing effectiveness of culture and language program offerings to promote language usage and cultural understanding throughout the Saik'uz First Nation membership and communities.

As a managerial role, the Culture & Language Manager is also responsible for supervising and supporting Culture & Language staff, regular reporting to the General Manager and any other necessary governing bodies, and obtaining funding for culture and language programming and initiatives.

## Primary Duties:

- Assist in researching, developing, writing, implementing, evaluating and revising Culture & Language programs, strategies, and work plans as required
- Assist in implementing a Language Nest in the Saik'uz Daycare, including creating resources and plans to be used by speakers and staff
- Lead the development of curriculum/syllabus, delivery, and evaluation of Dakelh use in Saik'uz and Saik'uz membership
- Engage in promotional activities for Dakelh, such as public speaking, encouraging, and assisting learners in setting goals and pursuing further opportunities (such as Mentor/Apprentice), and help identify opportunities for Saik'uz First Nation to further promote Dakelh
- Liaise with other Dakelh-speaking Nations and individuals and other organizations and governments involved in language revitalization to identify opportunities for collaboration and effective program delivery

- Assist in the development of culturally relevant culture and language programming and instruction
- Manage and monitor required contracts, contractors, and program budgets
- Develop and implement immersion settings for culture and language learning (camps, activities, traditional on-the-land pursuits)
- Assess current status Saik'uz First Nation documentation by reviewing existing materials/resources, identify gaps in resources, and assist in developing resources that promote impacts of language and culture acquisition and documentation
- Assist in developing training and incentive policies that would encourage staff and members to learn and use the language at gatherings, potlatches, and ceremonies
- Support other related culture and language programming, initiatives, and inquiries as required
- Research and secure funding for culture and language related programming and projects
- Prepare reports for the General Manager, yearly reporting for Annual General Assembly, external agencies, and funding agreement requirements

## Experience, Qualifications, & Skills:

### Education and Experience:

- Course work in Language Revitalization, Conversational Carrier, or other related education/programs or equivalent experience an asset
- Degree in Education, Indigenous Studies, Cultural Studies, or another related field an asset

### Job Knowledge:

- Knowledge of Indigenous language/culture/education issues
- Knowledge of Dakelh languages and cultures
- Knowledge of Indigenous language programs available in BC an asset
- Knowledge of the importance of the language to the culture and identity of the membership
- General knowledge of funding agencies both locally and nationally
- Knowledge of Saik'uz First Nation's governance, history, culture, language, demographics, goals, and aspirations

### Managerial Skills:

- Ability to develop plans, set goals, objectives and priorities, strategies, and work plans
- Ability to develop, implement, and evaluate culture and language programming
- Ability to organize and prioritize multiple tasks and deadlines
- Ability to provide leadership to ensure culture and language issues are considered and incorporated into all Saik'uz First Nation programming

#### Specific Skills:

- Ability to work independently and on own initiative
- Experience in organizing and prioritizing work commitments and meeting deadlines
- Experience using a computer and related software
- Experience working in educational settings and with learners of all ages
- Strong written and verbal communications skills
- Ability to write reports and proposals
- Experience developing curriculum for Indigenous language programs an asset

#### Interpersonal Skills:

- Ability to engage and work well with Saik'uz members of all ages
- Ability to understand the reluctance of learners to engage in culture and language learning and patience to assist their growth past it
- Ability to work as part of a team

#### Decision Making:

- Ability to make clear recommendations

#### Impact/Accountability:

- Role model as a learner, teacher, and community builder
- Create enthusiasm about learning
- Create opportunities for fun, innovative, and inclusive opportunities for language acquisition
- Demonstrate the link between culture and language and between health and cultural identity
- Find ways to highlight the relevance of the culture language in everyday situations
- Encourage staff, members, learners, and Elders and break down the obstacles to learning and the fear of making mistakes

Please submit your cover letter and resume via e-mail at [resume@saikuz.com](mailto:resume@saikuz.com), with the Position ID included in the subject line. We are seeking a mid-October 2021 start, but this position will remain open until it is filled.

We thank everyone for their interest; however, only those selected for an interview will be contacted.