

Job Title: FirstVoices project manager

Job Summary:

Saik'uz First Nation is beginning its second year of presenting our Dakelh language on the FirstVoices Archive.

<https://www.firstvoices.com/explore/FV/sections/Data/Athabaskan/%7BDemonstration%7D/Saik'uz%20Demonstration>. FirstVoices grants fund projects for First Nations in B.C. to document their language using FirstVoices.com. FirstVoices is an online platform where communities can record dictionaries, alphabets, songs, stories, words and phrases as well as audio and video archives.

We are seeking a person to prepare content, arrange for and record Dakelh speakers, edit content, source illustrations and upload content to our archive on FirstVoices.

Responsibilities and Duties

We are seeking a person to:

- Prepare language content and translations of content into Dakeh;
- arrange for and record Dakelh speakers,
- edit text and audio/visual content,
- source and prepare illustrations,
- upload content to our archive on FirstVoices, and
- perform other minor administrative tasks as required.

Qualifications and Skills

- Proficiency in MS Office especially word, publisher and excel,
- Excellent written and verbal communication skills,
- Strong attention to detail,
- Knowledge of Photoshop (or willing to learn),
- Knowledge of Audacity editing software (or willing to learn),
- Knowledge of content upload/download to internet,
- Have good internet research skills, and
- Understanding of Dakelh (Southern Carrier) an asset

Term:

Start June 29, 2020 and ends March 31, 2021. Contract renewal contingent on funding.

Wage:

Contingent on experience