

EMPLOYMENT OPPORTUNITY

Position Title	Language Program Manager
Reports to	Director of Community Services
Classification	Permanent, Full-time
Location	3 Boat Ramp Road, Brentwood Bay, BC
Salary Range	\$75,000 - \$90,000 per year
Application Package	Resume Cover Letter including salary expectations
Process	Email application package to Lori Fitzgerald, CPHR at hrgbc1704@gmail.com
Deadline	4:00PM on December 12, 2024



TSARTLIP FIRST NATION

Job Summary

The Language Program Manager at Tsartlip First Nation plays a vital role in preserving and promoting the SENĆOŦEN language, beliefs, and traditional stories, including legends and knowledge. This role significantly contributes to the fulfillment of Tsartlip's cultural aspirations and overall community development. By focusing on heritage preservation and language revival, the Manager protects Tsartlip's cultural identity in SENĆOŦEN while also advancing the organization's wider objectives.

The Language Program Manager position is only open to Tsartlip First Nation community members.

Roles and Responsibilities

- Oversee all aspects of creating and maintaining the Tsartlip First Nation Heritage, Language, and Culture Department;
- Build and maintain relationships with consultants, federal and provincial governments, private sector partners, and businesses to safeguard Tsartlip's Cultural Heritage, Language, and Culture Program in line with Tsartlip policies;
- Develop and execute a thorough language revitalization plan to revive the traditional SENĆOŦEN language of Tsartlip First Nation and integrate it into Tsartlip's programs and services;
- Supervising the organization of cultural and language-centered events, including establishing partnerships with external organizations to develop, implement, and evaluate Tsartlip First Nation's cultural initiatives;
- Creating, managing, and updating a comprehensive resource list for language, ensuring that language experts, programs, and resource materials are readily accessible to Tsartlip First Nation;
- Initiating and managing archaeological and cultural heritage projects, including research and environmental assessments, specific to Tsartlip First Nation;
- Ensuring representation of Tsartlip First Nation on external boards and committees related to Language, as discussed with the Director of Community Services;
- Foster positive working relationships and manage contracts with SENĆOŦEN speakers, language consultants, contractors, and language grant recipients specific to Tsartlip First Nation.

Education and Experience

- A degree or diploma in Education, Indigenous Studies, First Nation Language, or equivalent;

- Minimum 2 years of experience in delivering programming within SENĆOŦEN language, heritage, or cultural capacities;
- Minimum of 2 years' experience managing, directing and leading employees and contractors in both non-union and unionized work environments;
- Experience developing, managing and controlling operating budgets;
- Experience developing a variety of written reports, policy and procedures, and other documentation in accordance with organization directives and/or regulatory guidelines;
- Experience working in a First Nations community an asset;
- Valid Class 5 driver's license and reliable vehicle plus a clean driver's abstract and appropriate insurance;
- Must possess a clean criminal record check.