



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

LANGUAGE & CULTURE COORDINATOR - HOUPSITAS

The KCFN Gov't is growing at a rapid & steady pace & we're looking to add a top-notch Language & Culture Coordinator (LCC) to service the Community of Hupsitas (Kyuquot, BC).

Under the supervision of the Education Director, the LCC provides opportunities & encouragement for individuals to participate in traditional teachings, ceremonies, & events by organizing, coordinating and/or facilitating various activities. The LCC collaborates with KCFN staff & other stakeholders in the delivery of culturally appropriate services & events. He or she has direct contact with other knowledge keepers, Elders, drummers, singers, dancers & accesses them as resources for various programs. This fun, exciting role comes with great pay and an opportunity to help preserve KCFN's language & rich culture.

Duties/Tasks/Responsibilities:

- Promotes Nuu chah nulth culture/language through programs & activities
- Plans, prepares & delivers culturally relevant programming & language lessons
- Coordinates & oversees workshop facilitators/contractors (and coordinates payment of their fees or Honoria)
- Organizes traditional programming -- such as feasts and ceremonies & encourages the attendance and participation of Elders/leadership
- Encourages program participants, their caregivers, and staff to participate in cultural & traditional events
- Collects, organizes, and gathers Indigenous resources, materials
- Maintains list of Cultural Items onsite
- Maintains up to date Elder/Knowledge Keeper list
- Assists Elders when programs/ceremonies take place
- Assists with sweat lodge ceremonies, ensures area is clean & maintained
- Assists/provides support with traditional & cultural training for staff
- Partners with HR on various cultural trainings (ie onboarding of new hires)
- Prepares monthly program calendar & activity reports of cultural events
- Ensures logbooks & required recordings concerning classroom, children and parental/caregiver interactions are maintained throughout each day for incident reporting and future clarification purposes
- Seeks out, applies, administrates, & does reporting for applicable grants/funding
- Maintains, orders & is responsible for ensuring inventory of the programs' supplies/materials/resources is sufficient to maximize use & minimize loss
- Ensures children are provided with a safe & supportive environment that is culturally relevant & culturally appropriate – which will help children develop socially, intellectually, physically, emotionally, & spiritually

- Maintains a safe and healthy environment by reporting existing and/or potential workplace hazards/conflicts
- Works as a team member, striving to create a healthy and happy atmosphere of caring, growth, learning, stimulation, creativity & respect
- Fosters & maintains a positive relationship with Elders/leadership in the community
- Fosters & maintains positive/productive relationships with the children, parents/caregivers, family, community, professionals, and co-workers
- Maintains the work area (ie materials, supplies, learning resources & equipment in a clean, safe, & orderly)
- Organizes food/snacks/drinks for the events
- Other tasks as assigned by management

Qualifications:

- Indigenous studies diploma/certificate (or similar credential) – *asset*
- Several years of experience in the field – *asset*
- Recognized & respected within the Indigenous community for providing traditional leadership to children/youth in the community – *strong asset*
- Ongoing involvement with Indigenous culture and traditions, comprehensive knowledge, understanding & awareness of Indigenous traditions, ceremony, teachings & practices
- Understanding of the barriers & issues facing Indigenous individuals
- Experience delivering programs with a trauma-informed lens
- Passionate for the health & well-being of children & families
- Experience working as a team player with staff, parents, & children
- Able to work independently, or as a team & ensures confidentiality
- Excellent organizational & time management skills (and takes initiative)
- Excellent communication/interpersonal/conflict resolution skills with a trauma-informed lens
- Ability to speak the Nuuchahnulth language – *strong asset*
- First aid certificate & FoodSafe – *strong assets*
- WHMIS & Violence & Harassment Awareness Training - *required*
- Acceptable vulnerable criminal record check

DATE POSTED: Feb 4/25

START DATE: ASAP

STATUS: Permanent, full-time (35 hrs per week)

CLOSING DATE & TIME: Open until filled

WAGE: \$26.00 per hour

TO APPLY: E-mail cover letter & resume to: *Dwayne Worthing, Chief Human Resources Officer*, at dwaynew@kcfirstnations.com citing “LCC” in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.

Dwayne Worthing, Chief Human Resources Officer
 Human Resources Dept, 1250-C Ironwood Street, Campbell River, BC, V9W 6H5
www.kyuquotbc.ca

Tel: 250-287-2775