



# Okanagan Indian Band

## EMPLOYMENT OPPORTUNITY

DEPARTMENT: COMMUNITY SERVICES DIVISION

**JOB TITLE: LANGUAGE AND CULTURAL PROGRAM LEAD**

We are looking to fill this role within our Community Services Division. As the **Language and Cultural Program Lead** you will oversee community language and culture programs, support new initiatives and events, and integrate cultural knowledge and values across all Okanagan Indian Band (OKIB) administrative divisions. This position is responsible for managing a budget, writing funding proposals and supervising the language and cultural events for membership and staff, both on and off reserve.

The OKIB offers a welcoming environment and a rewarding job experience as you lead a team in providing language and cultural programming, events and activities for the OKIB membership and community. You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health and dental benefits, pension plan and vacation plan.

**PLEASE SEE COMPLETE JOB DESCRIPTION BELOW**

**Hours of work:** Monday to Friday (37.5 hours per week)

**Term:** Permanent, ongoing

**Start date:** April 2019

**Deadline for Applications: March 24, 2019**

Please send resume, cover letter and references in any one of three ways:

Email: [humanresources@okanagan.org](mailto:humanresources@okanagan.org)

Fax: (250) 542-4990

Mail: 12420 Westside Road, Vernon, BC V1H 2A4

A **Criminal Record Check** and **3 References** will be required.

*ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED*

*Preference may be given to those having knowledge of the Okanagan culture and traditions*



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### **PURPOSE AND KEY FOCUS**

The Language and Cultural Program Lead is responsible for developing a consultation framework / community engagement strategy to enhance and support the acquisition of language and culture within the OKIB, and for the planning and management of language and culture programs for the membership and organization. The purpose of this programming is to support and enhance staff and community members' sense of identity, culture, and language. The Language and Cultural Lead will work collaboratively with OKIB community members, administrative divisions and external organizations to support cultural learning opportunities.

### **JOB SUMMARY**

The Language and Cultural Program Lead will oversee and support the management of the Language Nest programs, adult and youth language and cultural programs, and the employee language program. The Lead will write funding proposals, complete funding reports, engage in program planning, support participating fluent speakers and cultural knowledge keepers, and oversee the Language and Cultural programming for all OKIB staff.

### **REPORTING STRUCTURE**

Reports to the Director of the Community Services Division

### **JOB DUTIES AND RESPONSIBILITIES**

- Builds a consultation framework to engage Council, Elders, Youth and membership in the development of language and cultural programs (i.e. traditional foods, arts, history, skills, and practices)



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- In consultation with the above stakeholders, develops a strategy to increase language acquisition of the Nsyilxcen language
- Oversees language and cultural programming and initiatives across the OKIB community (including the Language Nest, Adult and Youth Language Programs, and community-driven initiatives)
- Liaises with external groups to coordinate cultural awareness activities or experiences (flag raising ceremonies, information sessions, requests for speakers, storytellers, drummers, artisans etc.)
- Works across all OKIB administrative divisions to integrate language and culture into day-to-day operations
- Collaborates with other Okanagan Nation bands on cultural initiatives that impact language and culture acquisition and expression
- Supports OKIB staff and membership with language acquisition
- Coordinates and support an Elders Advisory Group on language and culture
- Acts as a cultural resource to the community, working to establish relationships between communities, across generations, and throughout all OKIB administrative divisions
- Plays a lead role in the planning of Aboriginal Day and other cultural events including the Okanagan National Alliance AGM
- Works toward hosting the Celebrating Salish Conference
- Is a positive role model for practicing language and culture
- Supervises staff and maintains a good working relationship with all OKIB employees
- Transports Elders to language meetings and cultural events, when necessary
- Must be available to support evening / weekend programs/activities
- Performs other related duties as required including occasional heavy lifting
- All persons employed by the Okanagan Indian Band may be required to assist the Band in providing emergency services. Duties assigned during an emergency may differ from regular duties.

### ADMINISTRATIVE DUTIES

- Attends staff and external meetings
- Supervises language and culture program staff
- Oversees and monitors the language and culture program budget, financials and contribution agreement requirements for the department
- Completes payment vouchers and purchase orders
- Prepares grant applications and submits required reports



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- Participates in community events as requested
- Performs all duties and responsibilities in accordance with the OKIB policies and procedures
- Performs other duties as required

### QUALIFICATIONS

#### Education

- Bachelor Degree preferred
- Current First Aid/CPR certificate or willing to obtain
- Valid Driver's License
- Fluent in the Okanagan Language

#### Experience

- Experience developing and coordinating programs
- Proposal and report writing, and budget management experience
- Experience supervising staff
- Knowledge and experience in Okanagan language and culture
- Committed language learner
- Experience working with First Nations communities
- An equivalent combination of education and experience may be considered

#### Competencies (KSAs & Desired Attributes)

- Understanding of cultural awareness and sensitivity
- Collaborative team player
- Ability to exercise tact, discretion and diplomacy
- Honest, trustworthy and respectful
- Advanced knowledge and skill in MS Word and MS Excel
- This job involves working flexible hours including weekends and evenings

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