



## Job Posting

**Position:** UNB Nsyilxcen Manager

**Department:** Language

**Department Term:** Permanent Full Time – 24-32 hours per week

**Start date:** ASAP (or until position is filled)

**Wage:** Commensurate with experience, as per salary range for Grade 5 level employee in UNB Personnel Policy

**Reports to:** Band Administrator

**Role:** UNB Nsyilxcen Manager is responsible for overseeing community language, support new initiatives and events, and integrate cultural knowledge and values. This position is responsible for managing a budget, writing funding proposals and supervising the language events for membership and staff, both on and off reserve, developing a consultation framework/community engagement strategy to enhance and support the acquisition of language within the UNB.

### Key Responsibilities:

- Builds a consultation framework to engage Council, Elders, Youth
- In consultation with the above stakeholders and Kwu Xast develops a strategy to increase the use of Nsyilxcən. Oversees the Nsyilxcən programming and initiatives across the UNB community
- Liaises with external groups to coordinate cultural awareness activities or experiences
- Works across all UNB administrative divisions to integrate Nsyilxcən into day-to-day operations
- Collaborates with other Okanagan Nation bands on Nsyilxcən initiatives

### Administrative Duties:

- Attends staff and external meetings
- Supervises Nsyilxcən staff
- Oversees and monitors the Nsyilxcən program budget, financials, and contribution agreement
- Completes payment vouchers and purchase orders
- Prepares grant applications and submits required reports
- Participates in community events as requested

### Qualifications/Experience:

- Bachelor's degree preferred. Knowledge and experience in Nsyilxcən and committed Nsyilxcən learner.
- Proposal and report writing, and budget management experience. Experience developing and coordinating programs. Experience supervising staff. Advanced skill in multimedia programs.
- Current First Aid/CPR certificate or willing to obtain.
- Valid Driver's License and access to a reliable vehicle.
- Clean Criminal Record check is required.

### Knowledge/skills/abilities

- 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

Send cover letter and resume by via hand delivery, mail, e-mail, to:

HR Upper Nicola Band – Box 3700 Merritt, BC V1K 1B8 Tel: 250-350-3342 [hr@uppernicola.com](mailto:hr@uppernicola.com)

**Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.**