



CARRIER SEKANI TRIBAL COUNCIL Job Description

The Carrier Sekani Tribal Council's mandate is to:

- Preserve & promote the Carrier Sekani heritage and identity
- Improve the social and economic independence of Carrier Sekani people
- Promote better understanding between First Nations people and the general public
- Advance and improve the standard of living of the Carrier Sekani people
- Promote self-government for Carrier Sekani people

Education & Language Liaison

Job Summary

The Education and Language Liaison is a new position at CSTC and will be responsible to assist the Socio-Cultural Working Group (SCWG) in implementation of the SCWG Adaptive Management Plan; the Socio-Cultural Strategy and the Scope of Work, as it relates to Education and Language. You will work with the SCWG to fulfill these plans, as well as the CSTC work-plan. You will provide support and assistance to the Carrier Sekani First Nations (CSFN) communities in fulfilling their Education and Language work-plans, which includes their community initiatives around Education and Language. You will work with a team as well as the SCWG.

Qualifications

- Completion of a Master's degree in either Educational leadership, First Nations Studies, or a Bachelor's degree in Linguistics, OR an equivalent combination of education and experience.
- Minimum 2 years' experience in working with First Nations and/or various Education and/or Language settings. A clear understanding of project management; program development; proposal writing and First Nations' Education and Language issues, challenges and opportunities.
- Carrier-Sekani ancestry, an asset

Roles & Responsibilities

The Education and Language Liaison will provide assistance to the Socio-Cultural Working Group; the Socio-Cultural Coordinator and the Natural Resources Manager through this summary of the roles and responsibilities:

Language & Education

- Assist in developing and coordinating education and language initiatives in communities
- Identify education and language funding and partnerships on behalf of communities
- Proposal development and/or fundraising when necessary
- Work with Community Language Coordinators; Education Coordinator's; School District 91 and 57;
- Assist with Language Culture Camp initiatives in communities
- Researching opportunities in Education and Language
- Foster positive and interactive participation between Carrier Sekani communities
- Work with CSFN's to develop & implement language projects as identified by the SCWG.
- Assist with Language Community Needs Assessment
- Assist in development of Education Pilot Project
- Assist in development of a Youth Mentorship Program

- Implement shared projects in education and language as per Adaptive Management Plan
- Have the ability to work closely with communities to identify capacity, as it relates to language development.

General

- Will be under the direct supervision of the General Manager and/or the Natural Resources Manager.
- Shall work closely with the CSFN's, Skills & Training Liaison and Socio-Cultural Working Group as well as other CSTC Staff;
- Assist with coordination of meetings as required
- Keeping records of meetings; preparing briefing notes and communication materials
- Files management, both digital and hard copy
- Providing monthly written reports
- Participating in weekly team meetings
- Assist with research, drafting documents and reports
- Attend meetings and workshops as required, as it pertains to this job description.
- Effective communication with CSTC General Manager and/or designates Natural Resources Manager and Socio-Cultural Coordinator
- Receiving direction from the SCWG as per approved workplan and communications plan.
- Create communications & marketing materials to keep CSFN's informed.
- Other relevant tasks as required

Required Experience

- Experience in working with multiple First Nations' communities
- Knowledge of Carrier Sekani Language and Culture
- Ability to take direction and work independently
- Ability to work in a diplomatic manner
- Excellent oral and written communication
- Coordination of multi-disciplinary teams; inter-departments and community stakeholders
- Valid Class 5 BC Driver's License; personal vehicle and willingness to travel (travel is required)
- Must be able to work collaboratively with a team
- Excellent computer skills – Microsoft Office, Powerpoint, Excel
- Research skills for data collection
- Experience and Knowledge of Office procedures

Competitive Compensation based on qualifications and experience.

This is currently a term position to March 31, 2017. Start date is May 2, 2016

High opportunity for position to be extended beyond March 2017 pending budgets and successful performance evaluation.

Please forward your cover letter, resume, and references by **April 25, 2016** to:

Mr. Ben Berland, General Manager

Carrier Sekani Tribal Council

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Collaboration Agreements can be found here:

<http://www.carriersekani.ca/images/docs/Collaboration/The%20Agreements.pdf>