



Cultural Coordinator

Location : Takla Landing, British Columbia
Start Date : **Immediate Start**
Company : **Takla Lake First Nation: 5 Months Full-Time Term Contract**

Takla Lake First Nation is seeking two (2) Cultural Coordinators to work with Chief and Council and with the Band Administration with the coordination of Culture and Language through programs and services at the Takla Lake First Nation. The Cultural Coordinators will be primary responsible for providing cultural support services to ensure the effective, consistent, culturally relevant service and program delivery at the Takla Lake First Nation.

This is a 5 months Full-Time Term Contract.

The Cultural Coordinators reports to the Band Administration Manager in all aspects of job functioning and will deliver the following key roles and responsibilities under the supervision of the Band Administration Manager.

Some Key Responsibilities:

- Work collaboratively with your line manager to develop a work plan that outlines key deliverables for this position.
- Conduct Cultural Awareness Research amongst Takla Membership to answer specific cultural and language questions
- Develop a report from the answers received from Takla's community members and submit to Chief and Council for approval.
- Working collaboratively with your line manager towards implementing key aspects of the Cultural and Language plan.
- Ensure cultural and language services are delivered with excellence and conforms to Takla's historical and cultural tradition, the Band's policies, procedures and guidelines and protocols as well regulations and standards.
- Work with Elders to develop Language and Cultural teachings that can be implemented in all departments throughout Takla Lake First Nation as well as in the community.
- Excellent communication skills include presentation, persuasion, and negotiation skills required in working with Council, Elders, Community Members, Staff, Youths, and external stakeholders, including the ability to communicate effectively and remain calm and courteous under pressure.
- Provides systematic and dependable follow up as well as a high level of organizational and preparedness.
- Work collaboratively with Sylvia Jacks with respect to Culture, Language and Education for the Takla Lake First Nation

- Ability to think and act strategically, provide sound judgement and provide a positive, respectful and energetic attitude
- Strong interpersonal skills to assist and support members, administration as well as Chief and Council with effective cultural and language initiatives, projects and programs
- Provide outstanding cultural and language support to Takla Members and Staff.
- Strong prioritization and execution skills with a commitment to accuracy and detail
- Ability to work effectively in a high volume, fast-paced environment
- Ability to take and follow direction as instructed by your line manager as well as Chief and Council
- Maintains confidentiality and uses a high degree of discretion
- Any other duties that may be assigned.

Qualifications and Requirements:

- Aboriginal Ancestry required
- Ability to fluently speak the Aboriginal language is an **asset**.
- Grade 12 or equivalent
- A minimum of two (2) years working with Chief and Council, Administration, Education, Social Services, Health and understanding family cultural needs
- Ongoing involvement with Aboriginal culture and traditions
- Ability to use computer technology to promote culture and language
- Possession of own transportation and a valid driver's licence

Interested Applicants

Please submit the following documents to the attention of Dr. Nicole Cvenkel at hr@taklafn.ca to be considered for an interview:

1. Resume
2. Cover Letter
3. The names of three (3) Professional References

Application closing date is Friday February 10, 2017 at 4:00pm. Interviews will be held immediately after the closing date – for an immediate start.

Thanks for taking the time to read this job posting and for applying.