



STELLAT'EN FIRST NATION

Position Title: Language Program Manager
Reports to: Band Administrator
Direct Reports: Band Administrator
Department: Language

About the Nation

The Community of Stellako is located 160 k west of Prince George, BC. Stellat'en (people of Stella) has existed since time immemorial. The Stellat'en First Nation has 556 registered members as of August 2021, 155 on reserve and 401 off reserve. Stellat'en First Nation exists to provide programs and services in an equitable manner to all members while striving to build a safe and healthy community that protects and promotes its heritage and culture.

Position Summary

Reporting to the Band Administrator, the Language Program Manager is responsible for organizing, budgeting and communicating Stellat'en Language Activities. The Language Program Manager will ensure that Stellat'en Language programs reflect all stages of life – child, youth, adult and elder. This position is responsible for liaising with the community as well as establishing and maintaining various relationships. A primary function of this position is to develop funding applications and proposals including budgets related to language projects with Stellat'en community.

Major Accountabilities

- Engage and respond to community needs. Evaluate feedback and determine the most appropriate design of projects to meet these needs.
- Ensure community level implementation projects and programs.
- Use qualitative and quantitative research methods to analyze projects, programs and strategies that target several different community members and stakeholders. Provide feedback concerning the success of project initiatives.
- Create a Stellat'en language inventory database in audio/visual/hardcopy/digital forms.
- Follow the Stellat'en First Nation Language strategy while working with Stellat'en speakers and cultural knowledge holders to ensure success.
- Identify education and language funding and partnerships on behalf of the community.
- Proposal development and/or fundraising when necessary.
- Create monthly written reports.

Skills, Knowledge & Abilities of Position

- Effective communication skills
- Experience in project and financial management, including planning, developing, implementing and evaluating community-based programming.
- Experience in liaising, consulting and collaborating with multiple stakeholders and/or governments.

Education and Experience Requirements

An acceptable combination of education, training and experience will be considered.

Preference will be given to those of Indigenous Ancestry per Section 16 of the Canadian Human Rights Act.

If you are interested in this position, please submit a cover letter, resume and references.

All submissions sent to:

Stellat'en First Nation Band Office or bandadministrator@stellaten.ca

This position will be posted until filled, only those shortlisted for an interview will be contacted.