Stellat'en First Nation
791 Shun K'et Ti Fraser Lake, BC V0J 1S0

JOB POSTING

Position Information

Position: Language Program Technician
Reports to: General Manager
Hours: Full-time/permanent
Wage Range: $20.00-$22.00/hour

Application Closing Date: July 31, 2026.

Job Summary

Reporting to the General Manager, the language Program Technician is responsible for supporting development of the SFN Language/Culture Program Revitalization digital and information management and meet the SFN organizational expectations of resource records management, work planning and reporting. The Language Program Technician is to support the development of language program resources and put in place strong information management protocols to protect the cultural knowledge of SFN. You will work with the Cultural Administrative Services Manager and Language Resource Coordinator to support the development of the Language program resources and information management protocols.

Responsibilities:

- Information management protocol
- General support to Language program through coordination of events, meetings, communication tools, presentations, etc.
- Work with Cultural and Administrative Services Manager and Elders Support Worker, and Language Resource Coordinator to support participation of Elders/Language Speakers in program activities
- Support and assist in development of promotional materials, activities and tools
- Assist Language Resource Coordinator with recording, compiling and archiving historic information and pictures

Special Requirements

- Initial and ongoing employment is subject to submission of Criminal Record Check. Employees are expected to sign an SFN Code of Conduct and Ethics contract, and SFN Oath of Confidentiality
- Knowledge and awareness of SFN Culture/Traditions

Skills, Knowledge & Abilities of Position

- Ability to maintain strict confidentiality in performing the duties of this position and adhere to the SFN employee handbook regarding employee confidentiality and the employee ethics.
- Good interpersonal verbal and written communication
- Punctual and reliable
- Excellent time management and organizational skills
- Knowledge of and understanding of SFN policies and procedures
- Ability to work independently and as a team member

Education and Experience Requirements

- Grade 12 Diploma
- Experience in Project Management, including planning and budgeting
- Training in digital technology and office administration
- Ability to operate computer systems and relevant software, including Microsoft Word, Excel, Outlook, power point and Xyntax
- Class 5 Driver's License and reliable transportation
- Clean Criminal Record Check

Please submit cover letter and resume with references via email at resumes@stellaten.ca with the position ID in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.