

## CHAMPAGNE and AISHIHIK FIRST NATIONS

Identification: Associate Director of Language and Culture

Department: Language, Culture & Heritage

Supervisor: Executive Director

Status: Regular Full-time   
Term Full-time  
Regular Part-time  
Casual Part-time

Revised: March 10, 2017

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A. Job Summary:

Reporting to the Executive Director and sitting as a member of Management Committee, this senior position directs the activities of the Language and Culture within the Language and Culture department. This includes Southern Tutchone language programs, cultural programming and language Strategy. Through the Da Ku Cultural Centre, this position fosters language and culture in the communities, on the land and with people. This position also administers the department, including performing budgeting and staffing activities; and performs other duties as required.

B. Main Duties:

1. Directs departmental activities by:
  - Leads and directs the Language and Culture in carrying out the annual goals, objectives, priorities and strategies of CAFN and membership;
  - Providing direction and leadership of the design, development and delivery of programs, policies, strategies and initiatives of the department.
  - Directing the development and implementation of annual and multi-year, capital and program plans.
  - Identifying and developing alternative funding opportunities.
  - Providing expert counsel to Chief and Council, Executive Director, and senior management on culture and language issues.
  - Providing leadership to a diverse work team with broad set of responsibilities to achieve the vision and values of the FN.
  - Ensuring CAFN participation on external Boards & Committees that have responsibility for Language and Culture and ensuring that input is provided on behalf of CAFN;
  - Developing and implementing laws, policies and procedures related to traditional language and culture.
  - Ensuring that any laws, policies, procedures, and regulations regarding departmental activities are enforced and adhered to;
  - Maintaining a group of contacts in various governments, including federal, territorial, other First Nations.
  - Ensuring that legislation, policies and programs of other governments are monitored and changes that effect departmental activities are identified

2. Administers the Language and Culture:
  - Formulating, monitoring and evaluating annual departmental and project budgets;
  - Leading staff in developing annual work plans and budgets;
  - Overseeing or conducting proposal writing and fundraising activities;
  - Managing departmental contracts and contractors;
  - Conducting annual performance appraisals for departmental staff, and following up on any issues that arise from the appraisals;
  - Assisting in the development and implementation of staff development plans;
  
3. Performs other duties, such as:
  - Attending regular meetings of Management Committee to consider submissions from various departments, analysing information presented, developing options and strategies and making decisions or providing recommendations to Chief and Council
  - Performing special projects in support of Chief and Council, and Management Committee
  - Ensuring that any background research or technical information is provided to Chief & Council, and/or the General Assembly as requested
  - Attending Chief & Council meetings (as required) and General Assemblies
  - Attending and participating in a variety of meetings, conferences and presenting positions or negotiating agreements
  - Maintaining contact with the community by increasing cultural knowledge and other methods of fostering understanding and trust
  - Sitting on relevant community boards and committees as time allows

C. Job Knowledge and Skills

**Education and Experience:**

Successful completion of a relevant post-secondary degree with training in financial, program and human resource management, with several years' experience in a senior public sector position, preferably in a First Nations environment or an equivalent combination of training and experience

**Job Knowledge:**

- Knowledge of Yukon First Nations and CAFN history, culture, traditional territory, demographics, goals, and aspirations
- Knowledge of Yukon First Nations and CAFN government systems and land claims and related agreements, particularly in related topic Knowledge of Yukon and Federal Government legislation, policies, structures and processes with respect to related areas such as language and culture
- Knowledge of the political process
- Comprehensive knowledge of general management, financial, human resource practices

**Managerial Skills:**

- Ability to lead, plan, direct, set goals, objectives and priorities, strategies and work plans
- Ability to lead plan, direct and facilitate staff development and training plans
- Ability to manage multiple and excessive demands on time and attention,
- Ability to set direction for others and evaluate progress
- Ability to develop budgets and manage financial and material resources
- Ability to organize and prioritize tasks and deadlines
- Ability to develop and implement legislation, policies and procedures
- Ability to put political direction into action

**Specific Skills:**

- This position requires multiple competencies in very specialized areas.
- Ability to research, analyze and synthesize a wide variety of documents and information
- Ability to work in and lead in a team environment
- Ability to negotiate and implement terms of project contracts
- Strong presentation skills
- Strong ability to problem solve
- Ability to use alternative dispute resolution technique

**Interpersonal Skills:**

- Ability to deal effectively with contacts from both inside and outside the organization
- Ability to gain cooperation of others in resolving problems
- Ability to provide advice and guidance to individuals
- Ability to facilitate small to large groups
- Ability to deal effectively with boards and committees from within and outside the organization
- Ability to gain cooperation of others
- Ability to foster trust and acceptance at the community level
- Strong oral and written communication skills
- Ability to negotiate terms of contracts and other agreements

**D. Decision Making:**

General direction, goals, objectives and long term priorities for this position are established by CAFN Chief and Council, the Executive Director, with advice from Management Committee. The incumbent is expected to work with considerable independence in ensuring the direction of the Language and Culture goals are achieved. The position is held accountable for the quality and relevance of corporate policies, programs and services. The position is expected to ensure adherence to the Personnel Policy and related Federal and Territorial legislation. The incumbent is responsible for coordinating and accomplishing departmental objectives with assistance of staff, and is responsible for making general decisions on day to day operations. The incumbent is often required to analyse complex data and be creative and innovative when solving problems. The nature of problems to be solved by the incumbent range from straightforward to complex issues with no precedence for guidance.

**E. Impact/Accountability:**

The work of the position is evaluated on the effectiveness of participation in Management Committee and the effectiveness of programs and services developed and delivered in the assigned areas of responsibility. The work of the position directly impacts CAFN's ability to respond to the requirements of language and culture and the identity of our citizens and thus on the quality of life of all CAFN people.

**F. Key Personal Contacts:**

<b>Contact:</b>	<b>Nature of Contact:</b>	<b>Frequency:</b>
Chief and Council	Receive direction; provide advice	As required
Management Committee	Participate in decision-making	As required
Boards, Committees, Councils	Consultations; participate in decision making	As required

CAFN staff	Provide direction & advice	Daily
CAFN membership	Consultations; problem solving	As required
Media	Dissemination of information	As required
Officials from other governments, including First Nations governments	Negotiations; information sharing; joint initiatives	As required
General public	Provide information	As required

G. Positions Supervised:

- Cultural Centre Programmer
- Language Coordinator
- Contractors, Consultants, and Term Positions

H. Working Conditions:

This position is generally located in a normal office environment. Frequent travel between Haines Junction and Whitehorse will be required as well as travel to CAFN communities and field camps. Some potential for adversarial conflicts exists. There is a constant need to meet regular deadlines (meetings, minutes, reports), as well as ad hoc deadlines (project work). Direction is received from the Chief and Council, the Executive Director with advice from Management Committee.

I. Conditions of Employment

Valid Class five Drivers Licence

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date