

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Director of Language and Culture
<u>Department:</u>	Language & Culture
<u>Supervisor:</u>	Senior Director of Citizen Services
<u>Date:</u>	September 10, 2022
<u>Wage Level:</u>	10
<u>Status:</u>	Full-time

A. Job Summary:

Reporting to the Senior Director of Citizen Services and sitting as a member of Directors Group, this senior position directs the activities of the Da Kų Cultural Centre and the Department of Language and Culture. This includes implementation of the CAFN Strategy and the oversight Southern Tutchone language programs, and citizen focused cultural programming. Through the Da Kų Cultural Centre, this position fosters language and culture in the communities, on the land and with people, as well as cultural programming in relation to CAFN cultural collections management, museums practices, exhibits and interpretive programming. The Director of Language and Culture oversees the operations of Da Kų revenues such as the Nų Store and Events. This position also provides administration of the department budgeting, workplans and staffing activities; and performs other duties as required.

B. Main Duties:

1. Directs departmental activities by:
 - Leading and directing the department 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, developing proposals and ensuring reporting requirements fulfilled;
 - Providing expert counsel to Chief and Council, Executive Director, Senior Director of Citizen Services 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 collaborative relationships with various governments, including federal, territorial, other First Nations, and arts and museological agencies; and.
 - 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, including budgeting and staffing by:
 - 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 for the department;
 - Managing departmental contracts and contractors;
 - Conducting annual performance appraisals for departmental staff, and following up on any issues that arise from the appraisals; and
 - Assisting in the development and implementation of staff development plans.

3. Oversees the operations of the Da Kų Cultural Centre by,
 - Providing oversight and implementation of Da Kų marketing strategies for events services and revenues management;
 - Monitoring procedures and planning for the Da Kų Njù retails gift shop;
 - Ensuring Museums level standards and practices of care and operations are adhered to, updated and maintained; and
 - Ensuring CAFN's cultural resources and collections are cared for appropriately and safety.
 - Oversight of interpretive and public programming and exhibits.

4. Performs other duties, such as:
 - Attending regular meetings of Directors' Group and the Executive 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 Directors Group;
 - 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; and
 - 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 community development, Cultural resource management 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:

Goals, objectives and long term priorities for this position are established by CAFN Chief and Council, the Executive Director, with advice from the Senior Directors and the Directors Group. The incumbent is expected to work with considerable independence in ensuring the direction of the Language and Culture goals are achieved. 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 Directors Group and the effectiveness of programs and services developed and delivered in the assigned areas of responsibility. 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 CAFN Human Resources Manual and related Federal and Territorial legislation. 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.

G. Positions Supervised:

- Cultural Resources Officer
- Cultural Education Manager
- Curator and Indigenous Collections Specialist
- Cultural Program Coordinator
- Language Coordinator
- Retail, Events and Marketing Coordinator
- Da Kų Cultural Centre Retail staff
- 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, Senior Director of Citizen Services with advice from Directors Group.

I. Conditions of Employment

- Valid Yukon Class 5 Driver's License
- Criminal Records Check
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government

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. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Human Resources Director

Date



Executive Director

Sept 15, 2022

Date

Employee

Date