

CHAMPAGNE and AISHIHIK FIRST NATIONS

<b><u>Identification:</u></b>	Language Coordinator
<b><u>Department:</u></b>	Language and Culture
<b><u>Supervisor:</u></b>	Dän k'è kwänjē Manager
<b><u>Date:</u></b>	April, 2024
<b><u>Wage Level:</u></b>	8

---

A. **Job Summary:**

Reporting to the Dän k'è kwänjē Manager, the Language Coordinator is responsible for coordinating, developing, facilitating, and implementing the CAFN Language Strategy program initiatives and activities. The Language Coordinator will work closely with community representatives and other governments/agencies to build and strengthen collaborative relationships, and establish replicable practices for maximizing effectiveness of language program offerings to promote language usage throughout the CAFN Government and Communities.

B. **Main Duties:**

1. Assist in researching, developing, writing, implementing, evaluating and revising CAFN's Language Strategy and work plans as required
2. Assist in implementing Southern Tutchone Language Nest, including participation in creating resources and plans to be used by speakers and staff
3. Lead the development of curriculum/syllabus, delivery, and evaluation of Community Language Lessons Project
4. Engage in promotional activities for Da'kwänjè, such as public speaking, encouraging and assisting learners in setting goals and pursuing further opportunities; help identify opportunities for CAFN Government to further promote Da'kwänjè
5. Liaise with other Southern Tutchone Nations and individuals; other organizations and governments involved in language revitalization; to identify opportunities for collaboration and effective program delivery
6. Assist in the development culturally relevant Language programming and instruction in collaboration with the First Nation School Board, St. Elias Community Committee and Administration for students K-12
7. Manage and monitor required contracts, contractors and program budgets
8. Develop and implement immersion settings for Language learning, such as camps, activities, traditional on the land pursuits.
9. Assess current status Southern Tutchone documentation by reviewing existing materials/resources, identify gaps in resources and assist in developing resources that promote impacts of language acquisition and documentation
10. Assist in developing training and incentive policies that would encourage staff and citizens to learn and use the Language in gathering, potlatches and ceremonies
11. Support other related Language programming, initiatives and inquiries as required
12. Research, and secure funding for language related programming and projects
13. Preparation of Reports to Director, Annual Reporting for General Assembly, external agencies and funding agreement requirements

### C. **Job Knowledge and Skills**

#### **Education and Experience:**

Course work in Language Revitalization or other related education/programs. A Degree in Education, Indigenous Studies, Cultural Studies or other related field and a minimum of 1-year experience in Da'kwanjè teaching

#### **Job Knowledge:**

- Knowledge of Indigenous language/culture/education issues
- Knowledge of Yukon Indigenous languages and cultures
- Knowledge of Yukon Indigenous language programs available in the Yukon
- Knowledge of the importance of the language to the culture and identity of citizens
- General knowledge of funding agencies both locally and nationally
- Knowledge of CAFN's government, history, culture, language, demographics, goals and aspirations

#### **Management Skills:**

- Ability to develop plans, set goals, objectives and priorities, strategies and work plans
- Ability to develop, implement and evaluate language programming
- Ability to organize and prioritize multiple tasks and deadlines
- Ability to provide leadership to ensure language issues are considered and incorporated into CAFN government programming

#### **Specific Skills:**

- Experience developing curriculum for Indigenous language programs
- Ability to work independently and on own initiative
- Experience in organizing and prioritizing work commitments and meeting deadlines
- Experience using a computer and related software;
- Experience working in educational settings and with learners of all ages;
- Strong written and verbal communications skills
- Ability to write reports and proposals

#### **Interpersonal Skills:**

- Ability to engage and work well with CAFN citizens of all ages
- Ability to understand the reluctance of learners to engage in language learning and patience to assist their growth past it
- Ability to work as part of a team

### D. **Decision Making:**

Goals, objectives and expectations are established by the Director of Language and Culture. This position works independently with minimal supervision. This role must be able to exercise good judgement and make clear recommendations

### E. **Impact/Accountability:**

The incumbent is to act as a role model as a learner, teacher and community builder. The position is expected to create enthusiasm about learning, create opportunities for fun, innovative, and inclusive opportunities for language acquisition. This position demonstrates the link between culture and language and between health and cultural identity. The incumbent is to find ways to highlight the relevance of the language in everyday situations by encouraging our staff, citizens, learners and Elders and to break down the obstacles to learning and the fear of making mistakes.

F. **Positions Supervised:**

None

G. **Working Conditions:**

This position is located in a normal office setting with some requirement to work in classroom settings and within the Day Care as well as in bush locations under primitive conditions. There will be some requirement to travel and with travel, on occasion, to remote areas. During organized events, there may be the requirement to work irregular hours and/or overtime. In the course of duties there is the requirement to meet with government officials, CAFN employees and citizens, and community members. The position is required to meet regular and ad hoc deadlines in the production of materials and information. These deadlines are sometimes critical in nature. There is also some time spent sitting at a computer, doing reports, research, and communicating.

H. **Conditions of Employment**

- A valid Yukon Class 5 driver's license.
- Criminal Records Check
- Valid First Aid Certificate or willing to obtain
- 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.

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Language and Culture

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date