



## First Peoples' Cultural Council

### **JOB POSTING**

### **LANGUAGE PROGRAMS COORDINATOR**

The First Peoples' Cultural Council is a First Nations-run Crown Corporation mandated to support Aboriginal language, arts and culture revitalization in British Columbia, and is based in Victoria, B.C. We are looking for an energetic, highly organized, creative and capable program coordinator to join our team in supporting the effective administration and delivery of language revitalization programs to First Nations communities in B.C.

#### **Summary**

The Language Programs Coordinator supports the Language Programs Manager on all language grant programs and related activities, contributing to the effective programming and community support needed to ensure that FPCC meets its mandate with respect to language revitalization. Regular travel to meetings throughout British Columbia is required.

#### **Responsibilities:**

- Provides support to, and works closely with, the Language Programs Manager in the planning, coordination and delivery of all language grant programs, including necessary promotion, analysis and reporting
- Evaluates current language program guidelines and program delivery processes and recommends and/or implements changes to improve program delivery
- Works to improve administrative tools and processes to enhance efficiency and effectiveness of the language programs
- Prepares reports as required by funding contract requirements, such as project reports and financial reports
- Monitors projects to ensure that revenues and expenses are within budget
- Supports the management and maintenance of a database of current and relevant program and assessment information
- Works with B.C. First Nations communities on language project planning and development to understand their needs, provide advice and consultation, and to build capacity by sharing knowledge resources

- Provides coaching support to communities through email, phone and webinars, on the proposal process, program implementation, and reporting requirements
- Reviews applicant proposals, provides feedback to allow applicants to problem solve, plan and prioritize their work
- Conducts project monitoring site visits to funded projects as required
- Researches successful language programs and initiatives in other parts of Canada and internationally; develops and adapts these initiatives into models that meet the specific needs of B.C. First Nation communities
- Designs and develops tools for community use to enhance the success of projects
- Identifies potential sources of funding and makes related recommendations; develops, submits and follows up on funding proposals as required
- Develops and manages relationships with communities, funders and government, provides advice and consultation as required and shares knowledge resources
- Responds to inquiries from funders, grant recipients and the general public regarding programs and projects
- Attends meetings as required to report on program/project activities
- Delivers training workshops on language program approaches and strategies as required
- Coordinates training workshops and other events as required, including event planning, venue coordination, delegate travel, etc.
- Works in collaboration with the Language Programs Manager for special projects
- Performs other related duties as required.

## **Education & Training**

Education in linguistics, anthropology or other related field, supplemented by at least two to three years' experience in project coordination and administration, or a combination of equivalent education and experience.

## **Skills and Abilities**

Must possess demonstrated ability as outlined below:

- Good understanding of, and experience with, community development in the First Nations context in British Columbia
- Strong interest in Aboriginal language revitalization and community development
- Excellent administrative and organizational skills; multi-tasking and effective tracking of multiple projects at once
- Ability to build relationships with government, funders, community

- politicians and community members
- Experience in program coordination and project delivery
  - Experience delivering training and presentations
  - Experience providing coaching would be an asset
  - Experience in contract or budget administration would be an asset
  - Excellent oral and written communication skills
  - Excellent written business communication abilities
  - Experience writing grant proposals and reports
  - Creative problem solving skills
  - File management and organizational skills are required
  - Demonstrated tact and judgment in interpersonal relationships.
  - Ability to respond effectively to sensitive issues, inquiries and complaints
  - Familiar with the MS Office Suite including Word, Excel, Power Point and Outlook

Please view the full job posting at [www.fpcc.ca](http://www.fpcc.ca) and send a resume and covering letter, by February 28<sup>th</sup>, 2017, to:

PeopleLink Consulting Inc.  
Email: [resume@peoplelinkconsulting.com](mailto:resume@peoplelinkconsulting.com)  
Fax: 604.436.2809

*Submissions from applicants with First Nations ancestry are welcomed. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.*