



JOB POSTING
Citxw Nlaka'pamux Assembly (C.N.A.)
Language Programs Manager



Reports To	Citxw Nlaka'pamux Assembly General Manager
Closing Date	January 19th, 2018 at 4:00 p.m.

Reporting to the Office Manager, the Language Programs Manager is responsible for the management and efficient delivery of community based language strategy. The Language Programs Manager will ensure that Citxw Nlaka'pamux Assembly (C.N.A.) language program reflect the development of speakers on-reserve and in urban areas including children, youth, adult and elders. This position is responsible for ensuring various relationships are established and maintained, and for liaising within the Eight Participating Bands of the Citxw Nlaka'pamux Assembly. The position monitors, evaluates, manages and reports on development or challenges of programming in accordance within the identified language strategy including maintaining annual plans or work plans, and the overall execution of organizational priorities plan as it relates to Language. A primary function of this position is also to develop funding applications and proposals, including budgets related to community based projects and programs. The position is responsible for establishing linkages for additional funding when required, and developing the implementation plan, as well as working in a team environment with program staff to identify programming gaps and develop solutions and strategies to relieve these gaps. This position will supervise seasonal, contract and project staff.

Duties and Responsibilities

1. Manages Program Staff in the development of plans and co-ordinates significant operational policies and the development of a Language Strategy to advance the numbers of speakers within the Eight Participating Bands of the Citxw Nlaka'pamux Assembly.
2. Responsible for assisting in proposal planning, and managing or delegating project teams.
3. Manages and responds to community needs, as well as community program priorities.
4. Evaluates feedback and manages appropriate design of initiatives to meet community needs, and ensures community-level implementation projects and programs.
5. Manages program partnerships and advises in the development and implementation of Language Strategy within the 8 Participating Bands of the Citxw Nlaka'pamux Assembly to ensure that program objectives are effectively met and delivered.
6. Fosters positive and respectful communications and relationships with Participating Bands of the Citxw Nlaka'pamux Assembly, government officials, non-governmental/community organizations (i.e. First Nation Health), to advance program opportunities.
7. Supports program staff with growth and capacity development based on the strategic plan and direction.
8. Provides policy, project, and program supports and policy development to implement the mandate, set goals, and objectives or milestones with respect to increasing program participants.
9. Performs administrative functions such as reporting, evaluating and monitoring budgets, programs, projects and initiatives.
10. This position ensures that appropriate measures of project strategies, plans and initiatives are in place and that projects have a positive impact on Language and speaker development.
11. The position is also expected to develop applications, proposals and budgets for community projects, based on strategic and annual plans and priorities.
12. This position requires an individual who is passionate about Language and speaker programming.
13. Assess and address issues of communication and working relationships between host organizations and communities to facilitate development of community-driven projects and successful completion of program plans.
14. Coordinate, identify, maintain and distribute, as appropriate, relevant educational information and materials to volunteers through orientation, workshops and other appropriate avenues.
15. Be thoroughly versed in policy and procedures and communicate and enforce policies accurately to volunteers, partner organizations, and participants.
16. Support safety and security procedures and documentation.
17. Assist in preparation of program documentation, including: Program Profiles; Program Guides; Program Evaluations and Reports; and Project Evaluation and Follow Up Reports.
18. Support the development and implementation of training for volunteers, partner organizations, and host communities.
19. Participate in the evaluation of training design, and recommend improvements.
20. Provide relevant feedback to for programs strengthening to the Citxw Nlaka'pamux Assembly Manager.
21. Ensure and maintain good working relations are developed with sponsoring organizations, institutions, and communities.

Qualifications Education & Experience:

The successful applicant will have outstanding interpersonal skills, as well as exceptional oral and written communication skills, including coordination and facilitation skills. The applicant will possess a high degree of cultural competency, including recent and significant experience working in cross-cultural environments. The applicant will also have a strong ability to problem solve, negotiate, and resolve conflict, and will be required to work co-operatively and facilitate the development of a team environment.

- Post-secondary education in and/or significant experience in community-based Language program development;
- An acceptable combination of education, training and/or experience will be equally considered;
- 5 years Experience in project and program management at a supervisory level, including planning, developing, implementing and evaluating community-based programming.
- Experience in research and analysis and the application of research and evaluation materials to support community program development.
- Experience in collaborating with multiple stakeholders and/or governments.
- Ability to handle multiple projects with tight deadlines and potentially competing interests.
- Knowledge of and experience in working with First Nations heritage, language, traditional and/or cultural resources.
- This position works in an office environment but travel is required within the Territory on a regular basis.
- Possession of a valid Class 5 Drivers License and own vehicle
- Criminal Records Check
- Occasionally, flexible work hours are required to accommodate evening and weekend activities
- Capability to supervise program staff and volunteer performance and provide technical assistance as needed.
- Excellent computer skills in word-processing and database management.

Please submit your cover letter and resume to:

Wayne Kaboni, Manager
Citwx Nlaka'pamux Assembly
Mail: P.O. Box 618, Merritt, B.C. V1K 1B8 or
Email: wkaboni@cna-trust.ca
Fax: 250-378-2910 or In Person: 2187-A Coutlee Avenue in Merritt

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citwx N'laka pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.