



k^wik^wə^łəm
Kwikwetlem First Nation

CULTURE & LANGUAGE PROGRAM COORDINATOR—FT. Permanent

About k^wik^wə^łəm (Kwikwetlem) First Nation

k^wik^wə^łəm First Nation is a distinct BC First Nation whose traditional territory centers on the Coquitlam Lake Watershed and the surrounding areas. k^wik^wə^łəm draw our name “Red Fish Up the River” from a run of sockeye salmon that once flourished in the Coquitlam River and Coquitlam Lake prior to the construction of the Coquitlam Dam.

JOB DUTIES AND RESPONSIBILITIES

Position Overview:

The Culture & Language Program Coordinator will facilitate and guide the important work of solidifying the future of our people through the revitalization of our hənq̓əminəm Language and Cultural Practices, which have been expressed by the community throughout our CCP & Strategic Plan Engagements; the coordinator will ensure we are working toward achieving the following:

1. Provide culture and language programs to KFN Citizens {daily, weekly, evenings, and/or weekends}
2. Increase the daily use of our hənq̓əminəm Language.
3. Re-establish Kwikwetlem Culture into our everyday life.
4. Increase awareness of KFN’s Culture and Identity throughout the traditional territory.

The coordinator will work regular KFN Administration Hours of 8:30 am-4:30 pm, Monday to Friday with possible evenings and weekends pending workplan schedule.

Specific Responsibilities Include

Program Delivery:

- Create a work plan & budget based on our Culture and Language Goals.
- Plan and facilitate workshops, KFN cultural events & activities.
- Ensure workshops, programs, and activities are inclusive of all KFN citizens.
- Work collaboratively with the Community Services Department, to assist with cultural knowledge for their programing.
- Create a culture calendar that will inform citizens of upcoming programs, workshops, and training.
- Apply for Grant Funding to maintain C&L programs.



k^wik^wəłəm
Kwikwetlem First Nation

- Ensure reporting deadlines are met and deliverables are complete.
- Create partnership opportunities for Language Camps, Canoe Journeys, and Traditional Food Preservation.
- Liaise with school district 43 regarding programming, recognition, and training opportunities.
- Assist with Cultural Protocol & Recognition and build the capacity of KFN Members.
- Create opportunities for sharing KFN principles, values, and knowledge, with KFN Administrative Staff.
- Develop, implement, and provide opportunities for traditional teachings and ceremonies for KFN Citizens as well as KFN Administration (optimizing internal/external resources)
- Determine future needs for the Culture and Language Program by consulting with the staff and KFN citizens.
- Liaise with Elders, traditional teachers, and neighbors to ensure Kwikwetlem Culture & Language Programming thrives all throughout the traditional territory.
- Gather participant input and feedback to inform program reviews.

Community Empowerment:

- To lead by example and be inviting of the community to guide the work; this ensures community ownership of this important task.
- Teach community members our Cultural protocols, Practices, and Traditions.
- Seek out and support opportunities for participants to be engaged with the wider community (Medicine Walks, Canoe Journeys, Culture Camps)
- Develop, nurture, and build relationships with external partners, neighboring First Nations, Municipalities, and businesses.

Administrative

- Apply for grant funding and follow all reporting requirements.
- Maintain all administrative paperwork and data requirements for programs, workshops, events, and activities including keeping accurate and up-to-date computer records, and program information in a timely & professional manner.
- Attend Culture & or Language Specific Meetings
- Other related duties.

Position Qualifications

Experience and Knowledge

- Knowledge of Kwikwetlem Culture, Protocols & Practices.
- Mentorship and education rooted in land-based teachings, culture, and history, providing services to children, youth, elders and families.
- Recognition by the Indigenous community and ability to demonstrate learnings from your own journey and teachings received.



k^wik^wəłəm
Kwikwetlem First Nation

- Must be able to work independently and as part of a team within a multi-disciplinary setting. Active members of a traditional healing environment with experience in a social service setting are considered an asset.
- Ability to build effective working relationships and partnerships with individuals, groups, and organizations in the community.
- Ability to speak an Indigenous language would be considered an asset.
- Strong written and verbal communication skills; a persuasive and effective communicator. Good problem-solving ability, creativity, drive, and entrepreneurial spirit
- Experience with MS Office Suite tools and various other software programs such as Zoom, One Feather, Visio, etc.

- Other requirements
 - Valid driver's license, personal vehicle, and the ability to travel from time to time.
 - Overtime, weekend, and evening work will be required from time to time.
 - Criminal Record Check

About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term, and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and changes within the Kwikwetlem Nation and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people. If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and a resume to hr@kwikwetlem.com.

We thank all applicants for their interest, however only short-listed candidates will be contacted.