



**KTUNAXA
NATION**

We invite you to apply for the position of...

**TRADITIONAL KNOWLEDGE AND LANGUAGE
SECTOR DIRECTOR**

PERMANENT- FULL-TIME

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

VISION ADVANCEMENT:

The Ktunaxa Nation Council's purpose in working together is to achieve a shared vision. Every position within the KNC has a part to contribute. Strong, healthy citizens and communities, speaking our language and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources, within a self-sufficient, self-governing Nation.

POSITION SUMMARY:

Working cooperatively as part of the Ktunaxa Nation Council Senior Management Team, the TKL Director provides strategic leadership to the Traditional Knowledge and Language Sector by engaging with citizens and bands to cooperate and collaborate on language, culture, and knowledge transfer that can be celebrated both in community and across the Nation.

The TKL Sector strives to ensure that the Ktunaxa people have the best possible opportunity to speak their language and celebrate, who they are and their history. The TKL Sector is responsible for working towards the protection and enrichment of traditional knowledge, cultural resources and language. The Director of TKL reports to the Chief Administrative Officer and works closely with the TKL Sector Council, Ktunaxa Elders, and knowledge, language and culture holders.

The Ktunaxa language is in critical danger of becoming extinct. The TKL Director's primary focus is the revitalization of the Ktunaxa language. In addition to the language, the sector's priorities are to create the band and Nation synergies pertaining to language, culture and knowledge preservation, transfer and integration through our language, ceremonies, songs, healing, identity and connection to ʔakxam̓is ʔapi qapsin. The TKL Director is responsible for the strategic leadership, effective human and financial resource management, administration, planning, programming, and communications of the TKL Sector.

DUTIES AND RESPONSIBILITIES:

- Strategic leadership for the sector. This includes overseeing the human and financial resources to implement the sector strategic plan.
- Provides leadership, technical support, direction and support in the planning, development and management of the TKL Sector and the development and delivery of TKL programs.
- Cooperates and collaborates with ʔakisq̓nuk, ʔaq̓am, Yaqan nuʔkiy and yaq̓it ʔa-knuq̓i'it.
- Manage and authorize the recruitment and selection of TKL Sector employees and contractors; develop and approve offers of employment and contractor service agreements.
- Direct, guide, coach, and mentor TKL Sector employees.
- Develop and ensure the Sector has appropriate standards and policies.
- Manage the affairs of the Sector and ensures that appropriate operating policies and procedures are followed.
- Ensure all project, fiscal and legal reporting requirements are met.
- Manage the financial affairs of the Sector and report on the financial performance.

- Prepare the annual operating budget, adhering to established guidelines and protocols.
- Direct and oversee the development and submission of relevant applications/proposals for funding, and approve funding proposals.
- Oversee and monitor the administration of funding agreements.
- Evaluate the overall effectiveness and capacity of the Sector, to achieve goals, develop, and implement measures for improvement.
- Develop and maintain the organizational capacity and governance of the Sector.
- Steward Ktunaxa knowledge, language and culture to include the implementation of all Sector strategies and deploying the resources, policies and practices to ensure alignment with the Ktunaxa vision and values.
- Directs the development, implementation and monitoring of Sector strategic and operating plans.
- Establishes regular TKL Sector Council meetings; assists Sector Council Chair to develop meeting agendas with the preparation/distribution of information in support of meeting agendas.
- Develop print, audio and video resources for use in language and traditional knowledge learning for all ages and capacity levels.
- Maintain inventory of existing traditional knowledge and language resources and ensure they are available to each Ktunaxa community.
- Actively participate in traditional knowledge and language learning activities and promote the participation of others in the same.
- Work closely with the communications team to share information.
- Liaises with other sectors, staff, contractors, government departments, private sector and other First Nations/Aboriginal organizations as authorized.
- Initiate, develop and maintain relationships with external agencies as required to achieve Sector goals.

QUALIFICATIONS:

- Preferred Master's Degree in Education, Management or Other Related Discipline; Minimum of a Bachelor Degree.
- Post Secondary Courses or formal training to include Curriculum Development, Publishing, Linguistics, Language Revitalization, Proposal Writing, Strategic Planning, Communications, Conflict Resolution, Financial Management / Budgeting, Report Writing, Teambuilding and Human Resource Management
- Experience working in First Nations cultural and/or language programs.
- Eight (8) to ten (10) years of related experience with two (2) to three (3) years at the Management / Supervisory level.
- Senior Management experience in Strategic Planning, Budgeting / Financial Management, Program Planning / Funding / Development, and Policy Development and Implementation.
- Level of competency with the Ktunaxa language, respect and protocol in a First Nations setting.
- Excellent understanding of Ktunaxa's traditional knowledge and language.
- Ability to relate to and work well with Elders and Cultural Advisors.
- Continually increasing personal cultural knowledge and language fluency.
- Exceptional/strong oral and written communication skills.
- Ability to organize, identify and effectively manage priorities and manage workload.
- Exceptional integrity and professionalism.
- Strong team player with excellent teambuilding skills.
- Exceptional/strong planning, organizational and coordination skills.
- Ability to work independently / with minimal supervision.
- Strong cultural sensitivity and understanding.
- Good computer skills.
- Criminal Records Check.
- Valid Driver's License.

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.

Internal Ktunaxa staff and Ktunaxa people are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.

Come with your willingness to learn!

Please submit your cover letter and resume
Telling us what attracts you to the position, and how your experiences relate.

**Human Resources
Ktunaxa Nation Council
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Fax: (250) 489-2438**

CLOSING DATE: Open until filled

(A review of candidates, will be held on Friday, April 29th, 2022)

We thank those who apply; however, only those selected for an interview will be contacted.