

RE: Klahoose Language Coordinator

Klahoose First Nation is seeking a highly motivated individual who is passionate about ʔayʔaʔsθem language revitalization. This position is four days a week, Monday to Thursday for a total of 32 hours per week.

Responsibilities include but not limited to

- Oversee the language department
- Submit funding proposals for language initiatives
- Provide funding agencies with required reporting in a timely manner
- Liaise with Sister Nations on language revitalization initiatives
- Oversee staff working within the language department
- Maintain highly organized files
- Other related duties as assigned
- Administer the Klahoose First Voices site – approving words, phrases, stories, songs uploaded, ensure orthography matches the sound file.
- Ensure the First Peoples Culture Council work plan is followed along with the budget
- Work closely with the Education Coordinator
- Work closely with First Voices Technician in developing word and phrase list, stories, songs.
- Willing to participate in any language\orthography classes to further develop knowledge
- Ensure language department is equipped with office supplies, equipment with general inventory keeping.
- Ensure language department is equipped with office supplies and equipment through general inventory keeping and ordering.

Requirements:

- Knowledge of ʔayʔaʔsθem – language and writing system
- Good communication skills
- Experience in community language planning and coordinating skills
- Team player
- Computer skills such as MS word, Excel and power point is an asset
- Valid driver's license

- Must provide criminal record check
- Flexible in work hours

Please submit your expression of interest letter and resume to Marilyn Harry - marilynharry@klahoose.org

Deadline to apply: **June 4th, 2025.**

Term of employment will be from June 9th, 2025 - March 31st, 2027, with potential extension.

Wage rate to be determined.