



JOB POSTING

Language Program Coordinator - Immersion Programs

(18-month Maternity Leave Coverage)

The First Peoples' Cultural Council is a First Nations-run Crown corporation mandated to support Indigenous language, arts and culture revitalization in British Columbia. We are looking for an energetic and detail-oriented Language Programs Coordinator to cover an 18-month maternity leave in supporting the success of language revitalization programs in First Nation communities in BC. This position is based out of the FPCC office in Brentwood Bay.

Summary

The Language Program Coordinator leads the delivery of the Mentor-Apprentice Program and Youth Empowered Speakers Program and related activities, contributing to the effective programming and community support needed to ensure that the FPHLCC meets its mandate with respect to the revitalization of the First Nations languages of B.C.

Responsibilities:

Program Delivery:

- Leads all aspects of the delivery of the Mentor-Apprentice (MAP) and Youth Empowered Speakers (YES) grant programs with minimal direction from the Language Programs Manager, including the development and implementation of program criteria and timelines and all aspects of the Peer Review Committee process
- Manages the budgets of MAP and YES to ensure that all expenses within the programs are eligible and match the revenue. Tracks grant amounts and milestone payments, including tracking payments by a variety of different funders.
- Develops detailed reports on MAP and YES for various funders, including narrative and financial reports, with information such as number of applicants, participants, challenges and successes, and total funding delivered. Provides accurate and thorough reports in a timely manner.

Team Leader:

- Oversees the Language Program Assistant(s) in the delivery of their duties and hires and oversees contractors as needed to support the delivery of the MAP and YES programs. Delegates and monitors tasks and schedules as appropriate and uses clear communication to provide instruction and feedback on those tasks.

Training and Coaching for Successful Program Delivery:

- Plans, coordinates and delivers training workshops for MAP and YES participants on an annual and as-needed basis, including both online and in-person training opportunities. Manages all aspects of event planning including budget, venue arrangements, travel planning, and training content.
- Provides coaching support to program participants on a regular basis via phone, email, videoconference and in person. Works with participants and prospective participants to understand their needs, provide advice and consultation, and to build capacity by sharing knowledge resources.



Organization Relationship:

The Language Programs Coordinator reports to Language Programs Manager.

Education & Training

A Bachelor's degree in Applied Linguistics, Indigenous Language Revitalization, First Nations studies, public administration or business administration, or in a related field, supplemented by at least five years' related experience, including experience in program and contract management, or an acceptable combination of equivalent education, training or experience in related fields.

Skills and Abilities

Must possess demonstrated ability as outlined below:

- Excellent understanding of the First Nations language and culture context in British Columbia
- Good understanding of second language acquisition principles and practices
- Demonstrated experience in effective program management and contract management
- High attention to detail and comfort working with a complex and detailed CRM database
- Excellent oral and written communication skills, especially business communications
- Experience writing grant proposals and reports
- Strong file management and organizational skills
- Demonstrated tact and judgment in interpersonal relationships.
- Ability to respond effectively to sensitive issues, inquiries and complaints
- Ability to build relationships with government, funders, community politicians and community members
- Familiar with the MS Office Suite including Word, Excel, Power Point and Outlook
- Experience learning a second language is an asset

While most work is done in a general office environment, this position is currently remote due to COVID-19. Regular travel to meetings throughout British Columbia is required. For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter to HR@fpcc.ca.

Applicants of Indigenous, Metis or Inuit ancestry are strongly encouraged to apply and will be given preference. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.