

Language Program Coordinator

Victoria, B.C.

Join a growing team, dedicated to revitalizing First Nations arts, languages, cultures and heritage in British Columbia. The First Peoples' Cultural Council (FPCC) is looking to fill a **LANGUAGE PROGRAM COORDINATOR** position to support the success and impact of our programs.

The Language Programs Coordinator (LPC) reports to the Manager, Language Programs (MLP) and coordinates the delivery of one or more language grant programs and related activities contributing to effective programming and community support. The LPC supports the mandate of the First Peoples' Cultural Council (FPCC) which is to assist B.C. First Nations languages, and the Indigenous Arts and Culture Programs in their efforts to revitalize languages, arts and cultures.

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply.

Who We Are:

The First Peoples' Cultural Council is a First Nations-governed Crown corporation with a mandate to support Indigenous arts, languages, cultures and heritage revitalization in British Columbia. You may learn more about us here: fpcc.ca/about-us

What We Offer:

- An equal opportunity, respectful and inclusive work environment.
- Travel opportunities to conferences and community events.
- Training and professional development opportunities to grow your career and skills.
- B.C. Public Service Pension.
- Dental, extended health and vision care for you and your family through Canada Life.
- We value your work-life balance and family/community time.

What You Will Do:

Language Program Delivery

- As assigned, coordinates the implementation of all aspects of the delivery of one or more Language grant programs, including implementation of the grant cycle, program budget, communication and promotion and training.
- Provides input into the Language Program's planning process. Updates and maintains the program calendar, ensuring smooth operation of the lifecycle of the program.
- Contributes to the Language Programs Communication plan, outlining assigned program support requirements including grant launches and social media support.

- Aligned with the FPCC Community Engagement Plan, develops and delivers training workshops for relevant Language Program revitalization initiatives.
- Maintains a current understanding of program status, issues, opportunities and impacts.
- Manages the grant application intake cycle, ensuring a smooth intake process for all applicants. Reviews applications for eligibility and completeness and refers to program Navigator if additional support is required.
- Coordinates PRC process including recruitment and onboarding of PRC members, maintaining program criteria, PRC process, timelines, development of scoring matrix. Facilitates the PRC meetings.
- Documents PRC outcomes for final approval; initiates funding agreements and ensures timely follow up consistent with approved timelines.
- Works to improve administrative tools and processes to enhance the efficiency and effectiveness of the Language Programs.
- Works collaboratively across programs and departments to improve program delivery and grant recipient experience.

Financial Tracking and Cash Flows

- Tracks grant amounts and milestone payments, including tracking payments by a variety of different funders. Ensure that revenues and expenses are within budget; communicates with the MLP or finance department to resolve concerns.
- Monitors the projects budget for language program(s) to ensure recipient expenses are eligible and match the revenue received.
- Assist with the preparation of quarterly cash flows.

File Management and Reporting

- Ensures accurate and effective data and file management for the program(s).
- Aligned with the program reporting calendar, ensure recipient reporting requirements are met or adjusted.
- Provides program-specific input on FPCC reports including but not limited to: MIRR Interim Report, Annual Service Plan Report, Operational Plan Report, PCH Interim and Final funding reports.

Leadership and Guidance

- Responds to inquiries from funders, grant recipients and the public regarding programs and projects.
- Participates in the hiring of assigned program Assistants and Associates, onboards and trains new team members.
- Supervises the Language Program Associates or Assistant(s) using clear communication to provide instruction and developmental feedback on assigned tasks.
- Oversees contractors who support the delivery of the program(s).
- Ensures contractors have the support and training they need to meet the deliverables.

Community and Funder Relations

- The LPC works from a place of cultural competency to collaboratively build relationships with First Nations communities.
- The LPC uses effective non-judgmental communication with grantees and responds to complaints with sensitivity and compassion.
- Provides support to communities on the language initiatives relevant to the program(s). Partners with program navigator and coaches on complex challenges.
- Attends FPCC meetings as required to report on program/project activities.
- Delivers training workshops on Language Program approaches and strategies as required.
- Coordinates event planning, venue coordination and delegates travel.
- Travels to communities to conduct site visits and project monitoring to support community teams.
- Represents the FPCC at conferences, and attends and makes presentations at training workshops, meetings and other events.
- Maintenance of digital assets such as Language Program Planning Toolkit and MOODLE.
- Performs other related duties as required.

What You Will Bring:

A bachelor's degree in public administration, business administration, or applied linguistics, supplemented by at least two years related experience, including experience in program and contract management, or an acceptable combination of equivalent education, training, or experience in related fields. Experience working in an Indigenous organization is an asset.

Skills and Abilities That Would Help You Succeed:

- Knowledge of B.C. First Nations languages/communities and experience in community development with First Nations people in B.C., and a strong commitment to Indigenous language revitalization.
- Demonstrated ability in cultural competency and ability to manage dynamic relationships with curiosity and a willingness to learn.
- Demonstrated ability to manage sensitive communications, while maintaining rapport with First Nations communities and elders.
- Excellent oral and written communication skills, especially Indigenous community communications.
- Confident in developing rapport and relationships with government, funders and community leaders.

- Open to new perspectives and different ways of thinking and working.
- Experience writing grant proposals and reports.
- Strong file management and organizational skills.
- Demonstrated cultural sensitivity, tact and judgment in interpersonal relationships.
- Ability to respond effectively to sensitive issues, inquiries and complaints.

Working Conditions:

- Most work is done in a general office environment.
- Regular travel to meetings throughout B.C. is required.
- Travel to attend meetings, conferences, seminars occasionally on short notice.
- May be required to work evenings and weekends.

The hiring salary range for this position is **\$60,000 - \$65,500** based on experience and qualifications. The standard work week at FPCC is **35 hours**.

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

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

The posting will remain open until filled.

The First Peoples' Cultural Council is located in Brentwood Bay and we are grateful to have our home in the beautiful traditional unceded territory of the W̱SÁNEĆ Nation people, in the village of W̱JOŁEŁP.

FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. Depending on your role, FPCC reserves the right to require proof of a COVID 19 vaccination.