



## *T'it'q'et Administration*

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[www.titqet.org](http://www.titqet.org)

### **JOB POSTING**

Position Title: Language Revitalization Coordinator

Start date: Commencing as soon as possible

Term: 35 hours week for 27 weeks (ISETS-TWS FUNDING)

Organization: T'it'q'et Administration

Supervisor: PLRG

### **JOB SUMMARY**

This position requires an energetic, motivated individual who is responsible for coordinating Language Revitalization with the P'egp'ig'lha Language Revitalization Group (PLRG).

### **Duties:**

- Meet with the PLRG to learn about its projects, roles and responsibilities, and meeting schedule.
- Assist the PLRG by completing tasks as required to implement projects.
- Assist consultants hired by the PLRG in the organization of language planning meeting/sessions with youth, 3 councils, and community (this could be virtual or in person gatherings aligned with COVID restrictions).
- Take minutes and follow up on PLRG meeting decisions.
- Clerical duties e.g., draft written materials, reports, correspondence, filing. All documents to be saved in MS word.
- Office duties, telephone, email, and other communication platforms.
- Organize and plan for workshops, including facility, snacks, meals, and travel related arrangements.
- Document and file all business information and important documents of the PLRG.
- Any other language revitalization tasks as identified by PLRG.

### **Qualifications:**

- Ability to multitask and prioritize tasks with a positive attitude
- Ability to work independently within the terms of the work description
- Good written and oral communication skills
- Basic research skills
- Organizational and coordination skills

- Knowledge of computers, MS office and willing to learn virtual communication platforms (i.e. Zoom, Skype, etc.)
- Internet competency
- Able to use office equipment
- Awareness of the St'át'imc culture
- Knowledge of the T'it'q'et community and governance structure, an asset
- Driver's license and access to a vehicle

**Requirements:**

- Be of aboriginal ancestry.
- Have an interest in St'át'imc language revitalization.
- Reliable worker, punctual, positive attitude, strong work ethic and team-worker.
- Meet ASETS requirements.
- Abide by T'it'q'et employment policies and procedures.

**Confidential Information:**

- The Employee will abide by the T'it'q'et's Confidentiality Policy and Code of Conduct.

Please forward your cover letter and resume to [languagecoordinator@titqet.org](mailto:languagecoordinator@titqet.org) or drop off to T'it'q'et receptionist at #59 Retasket Street.

**Will remain open until position is filled.**