



Fort Nelson First Nation

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JOB POSTING

Position Title:	Cultural Revitalization Manager	Posting #:	53-2022
Department:	Corporate Services	Pay Grade:	Grade 6
Location:	Office on Reserve	FTE:	1.0 (1827 hrs/yr.)
Supervisor:	Director, Corporate Services	Starting Rate:	\$2600.00 bi-wk.
Purpose:	Employees, Budgets, Strategy, Policy, Programs, PR	First Posted:	2022-11-02
Effective Date:	November 2022	Closes:	when filled

Job Scope

This position is overtime exempt, and is not entitled to call back, reporting pay, standby, shift premiums, travelling time or any other cash compensation which is dependent on completing a specified number of hours in a normal work week. The successful incumbent will manage a team that includes one Supervisor and 2 assistants, and will hire ad hoc/ancillary workers from time to time. Benefits include: comprehensive health, pension, time off in lieu, all observed federal and provincial holidays, paid time off during 2 week office closure at Christmas, professional development, and professional association reimbursements, and agreed-upon flexible schedule arrangements. FNFN is an inclusive employer and we invite all qualified persons to apply. Rate listed is starting rate for a new manager.

Reporting to the Director of Corporate Services, the Cultural Revitalization Manager is responsible for the successful development, implementation, monitoring, and evaluation and reporting for allocated revitalization programs and for managing assigned employees, assets and budgets. This emerging new division of our operations will require the Manager to identify, develop and implement: strategic plans, a department management framework, design delivery models for programs, services, and events, stakeholder engagement models, and safe workforce planning models for program delivery; all designed to enhance language revitalization and cultural fluency, while addressing and mitigating sustainability gaps. Key outcomes of cultural revitalization programs include: building cultural skills and fluency among community members, building participation in programs, offering safe outdoor (on-the-land) opportunities, collaborating with others to conduct cultural audits and to develop curriculum content. Other management activities include writing grants and proposals to secure additional funding to support the goals of strategic plans. The undertakings of this position will impact the incorporation of knowledge and skills within the community, focused on the Dene and Cree languages and culture, teachings, education, and access to cultural fluency for our Nationhood. The Cultural Revitalization Manager plans, manages, organizes, directs, controls and evaluates assigned employees, budgets, and assets in the following program areas: Cultural Events and Activities, Language Revitalization, Land-Based Learning & Healing support, Hunting, Harvesting & Artisan Support, Cultural facilities construction and maintenance. The Manager offers support and guidance to a collaborative team and work environment, and also works collaboratively with all stakeholders in accordance with established agreements. Programs mainly take place in the community but occasionally take place throughout the territory and as such this manager will be responsible for ensuring the safety of workers in remote work locations. Other related duties as required.

Candidate Profile

The Cultural Revitalization Manager is knowledgeable and passionate about the revitalization of First Nations language and culture, and understands the direct impact that successful programming has on community development and nation building. This professional possesses cultural competency, including experience working in cross-cultural environments. The Manager benefits from knowledge, experience, and awareness of First Nations languages and cultural revitalization initiatives, previous experience leading a team, and knowledge about administrative processes and reference materials to assist in addressing management matters. This individual has excellent interpersonal skills including exceptional communication and engagement skills; informing and engaging employees and the public is crucial to the work. The successful applicant has outstanding business writing skills and a proven ability to develop proposals, and prepare project reports. The Manager is experienced in handling a range of management and executive support functions, and can work with independently. As a well-organized professional, the Manager is capable of managing a budget and multiple priorities. The Manager may occasionally have contact with the occupational health and safety committee members, and the general public, and is responsible for preparing management reports for the Executive Director.

Minimum Requirements

- Post-secondary education in First Nations Studies, Cultural Resource Management, anthropology/archaeology, or other related field, and/or significant experience managing First Nation cultural programming. Will consider an acceptable combination of education, training and/or experience will be equally considered.



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- Five (5) years' work experience that involves some of that time learning how to plan, develop, implement and evaluate projects.
- Three (3) years' experience in this/similar field of work with at least one (1) year experience overseeing the work of teams, crews, or support staff.
- Experience in project and financial management, including planning, developing, implementing and evaluating projects.
- Experience in liaising, consulting and/or collaborating with multiple stakeholders and/or governments.
- Knowledge of and experience working with First Nations (preferably Dene and/or Cree) heritage, language, traditional and/or cultural resources.
- Experience includes developing strategic plans, proposal preparation, project management, program management, and budget preparation and implementation.
- Experience overseeing the safe work practices of subordinates
- Experience working with privacy protected information
- Strong interpersonal skills and ability to interact professionally at all levels.
- Strong leader and team builder with excellent communication skills (written and oral); ability to listen to understand and ask questions for clarification and to implement resolution skills; able to produce professional written documents with clearly organized thoughts using proper sentence construction.
- Demonstrated ability to prioritize, organize and manage multiple and diverse projects and operations, while adhering to budget and timelines.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccination status
- Satisfactory completion of a Police Information Check.
- Valid Class 5 Driver's License.

Work Conditions

Office based working conditions, and may at times work with and lead the Culture team out on the land for special Culture Camp activities; in some cases lands cultural activities may take place at remote reserves in the traditional territory.

Application Instructions

Closes: When filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.