



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Full Time Term Employment: Language Coordinator

Location: Port Alberni and Anacla Government Offices

Authority Relationship: Reports to the Education, Employment and Training Coordinator

Salary Range: \$33,579 - \$49,400

Position Summary:

The Language and History Coordinator will design and implement the Huu-ay-aht language revitalization strategic work plan. Works collaboratively with the Ha'wiih, Elders, and with staff with cultural roles.

Key Accountabilities:

- Develop, plan, organize, a Huu-ay-aht language revitalization strategy.
- Research, develop, implement and evaluate programs for language reclamation for all ages and levels of learners.
- Research and organize a Huu-ay-aht resource library
- Work with Ha'wiih to design and create citizen educational tools and products
- Support Ha'wiih in efforts for repatriation
- Maintain confidentiality and neutrality at all times

Job Duties:

Youth Program

- Design and implement the Huu-ay-aht language revitalization strategic work plan
- Research, collect and organize information regarding Huu-ay-aht language, history, lands, practices, current and historical
- Implement language programs across all ages and abilities
- Create an online presence for Huu-ay-aht language
- Work with Elders, linguists, knowledge keepers to record language and history
- Research, design, and create language curriculum to be used in the language nests, schools, and for beginner lessons
- Support and collaborate with Ha'wiih to achieve the Huu-ay-aht Strategic Plan 2021-2023
- Develop standards for a Huu-ay-aht language and culture teacher certification
- Ensure Huu-ay-aht protocols are followed
- Uphold the Huu-ay-aht sacred principles of ?iisaak, ?uu?atuk, and hišuk ma ćawak



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Operational Requirements:

- Valid class 5 driver's licence.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, reference checks, and education/credential verification.

Qualifications for position:

- Demonstrated ability and experience in upholding the HFN Organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support*
- Education, knowledge, and/or experience in Aboriginal Language Revitalization, curriculum development or Nuuchahnulth language
- Excellent organizational skills, facilitation, consultation and community engagement skills an asset
- Required awareness of First Nation's culture and protocol
- Must have excellent ability to communicate both oral and written
- Computer skills—Word, Excel, Outlook, PowerPoint and Teams

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org, by fax 250-728-1222 or mail **at**: Human Resources Manager, 4644 Adelaide St, Port Alberni, B.C., V9Y 6N4. Please quote Language Coordinator. Closing date for this position is December 8, 2021 at 4:00pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other