



**Délne Got'ne
Government**
Our People. Our Future. Our Délne.



Job Description

Language Director



PURPOSE OF THE POSITION:

The Language Director is responsible for overseeing the expansion of the Language Department to meet emerging community needs. This position will lead the development, implementation, and ongoing delivery of comprehensive language programs to the citizens of Déljné. The Director will work actively to expand our language programming for the benefit of members. Beyond program expansion, the Language Director will lead a team that runs ongoing language classes. The Director will be passionate about and skilled at creating a holistic approach to implementing Language initiatives for all learners. The Language Director provides professional leadership to the Déljné citizens and Déljné Got'jné Government in program delivery focused on Language.

SCOPE:

The Language Director will report to the Chief Operating Officer. The Director will be responsible for implementing Language initiatives. This includes development and integration of Language programs and services throughout the Déljné Got'jné Government and Community of Déljné. The Director works in parallel, and collaboratively, with the Déljné Got'jné Government Directors, Community, ʔehtseo Ayha School and Tudzá ʔerjht'ékó (Daycare/Preschool). The Director will oversee the implementation and delivery of programming that ensures the integration of Language in all settings, whether learning takes place in the classroom, on-the-land, in the community, or outside of the community. The Language Director is the primary person to coordinate matters with respect to strategic planning, establishing, and meeting departmental goals and work plans, team hiring and management, budget compliance and sourcing funding, and timely and regular reporting on progress against agreed goals.

DUTIES AND RESPONSIBILITIES:

1. Ensure the development and implementation of department Work Plans and Budgets.
 - Lead the development of a 10 year plan by identifying community goals and priorities related to language, in collaborating with community members, leaders, and technical advisors.
 - Implement said multi-year Plan which will address policy and program initiatives focused on language and supports the integration of Language practices throughout DGG operations .
 - Contribute to the development of lesson plans and program curriculum directed towards various audiences, including children, youth, families, and adults.
 - Collaborate with other departments to work effectively and collaboratively to implement language initiatives, both within the Déljné Got'jné Government (DGG) and amongst the community (including, but not limited to, hosting annual language conferences)
 - Work with local experts, elders, and knowledge keepers to prepare lesson plans and implement events, workshops, or documentation projects (including audio recording, filming, photography, and other formats).



- Coordinate training, mentoring, workshops, and engagement events, both virtual and in-person.
 - Work to establish partnerships with other regional, territorial and other First Nation's language leaders" to create a First Nations language network so as to learn about other programs and share resources as well as plan regional language conferences annually..
 - Manage Language documentation and resources development.
 - Manage systems for sharing culture and language resources on online databases.
 - Oversee the delivery of weekly language classes.
 - Support other department with the integration of language.
 - Track results and produce reports on department programs and project to community members, Délıne K'aowadó Kə, staff, and external partners.
 - Incorporate advice and guidance from the Director of Dene Naowere into planning, work plans and reporting processing.
 - Develop budgets and seek out funding sources to support program development, implementation and delivery.
 - Procure human resources and develop training plans to support strategic planning and implementation.
 - Establish and comply with reporting protocols and schedules to facilitate effective communications.
 - Establish evaluation processes to measure program success and facilitate program improvements.
2. Ensure timely, efficient and effective delivery of programs and services in compliance with Language plans and DGG laws and policies.
- Maintain a current understanding of DGG Laws, Policies, and professional best practices.
 - Initiate evaluations to maintain and enhance program service and quality.
 - Strive to ensure that programs and services support the Dene Kədə language and culture and way of life of the Délıne people.
 - Communicate with leaders and members of the community periodically (through in-person engagements as well as through written communication).
3. Hire, train, coordinate and lead program staff to ensure that the most appropriate decisions are made, and the most effective action is taken to achieve the Department's goals and objectives.
- Demonstrate a high level of interpersonal and communication skills to inform, coach, motivate staff.
 - Discuss identified problems, attitudes, skill gaps, and training needs with staff as appropriate.
 - Participate and encourages staff to participate in professional development regularly.
 - Mandate annual program and employee performance reviews and develop follow up plans for enhanced program and staff development.



4. Supervise the financial operations of the Department to ensure that financial accountability standards are met in compliance with DGG Laws and policies.
 - Under the direction of the Chief Financial Officer (CFO), participate in the annual budget and capital planning exercise for the Department.
 - Monitor expenditures, investigate variances, and initiate corrective action as required, in consultation with the finance team and with the Department program staff members
 - Ensure that all financial data for the Department are maintained accurately and submitted to CFO in a timely manner for preparation of reports to funding partners and meet the annual financial audit requirements.
 - Seek and apply for third party funding to support program delivery and other initiatives.
5. Build relationships and communicate regularly and effectively with internal and external stakeholders.
 - Develop and maintain positive working relationships with: Directors, Managers, Community Leaders (Délıne K'aowadó Kə (DKK)) and DGG Institutions; principals, teachers and school support staff; the federal, territorial and other governments and community members; and other stakeholders.
 - Communicate program information to and obtain feedback from relevant stakeholders required for the successful delivery of language initiatives.
 - Seek out and develop effective partnerships with experts or stakeholders to ensure effective development of language programs and also development of the jurisdiction related to language, culture and spirituality.
 - On invitation of the COO, CEO and/or the DKK, represents the Language Department at meetings and with leadership as well as with external stakeholders.
 - Lead the Directors and staff in supporting the implementation and integration of language and cultural program priorities, goals and objectives throughout DGG operations.
6. Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Educational Background:

- Diploma or Bachelor's degree in a related field.

Experience:

- Minimum of 5 years of experience in a leadership role, preferably related to language and culture preservation, within a First Nations community or organization.
- Proven experience in program development, curriculum or resource design, and project management.
- A strong commitment to learning and promoting Dene Kədə.
- Previous experience with Indigenous language revitalization is an asset.



Event Coordination:

- Demonstrated experience in planning and coordinating cultural events, workshops, and conferences.
- Ability to engage diverse audiences, including children, youth, families, and adults.

Cultural Asset Documentation and Management:

- Proven ability to manage culture and language documentation projects, including audio recordings, filming, and photography.
- Demonstrated ability to manage sensitive cultural property and assets under the guidance of knowledge keepers and elders
- Experience in overseeing the development of cultural and language resources.

Technical Skills:

- Proficiency in utilizing online databases such as First Voices and website management tools.
- Familiarity with multimedia tools for documentation and resource development.

Training and Mentorship:

- Experience in coordinating and delivering training, mentoring, and workshops, both virtually and in-person.
- Ability to support the professional growth of team members and community members.

Communication Skills:

- Strong verbal and written communication skills, including the ability to develop and deliver lesson plans, program curriculum, and reports.
- Ability to effectively communicate with community members, Council, staff, and external partners.

Collaboration and Integration:

- Demonstrated ability to collaborate with other departments to integrate culture and language into various organizational activities.
- Understanding of how to support a holistic approach to community well-being through cultural integration.

Data Management:

- Experience in tracking program results and producing comprehensive reports.
- Familiarity with data management systems related to language and culture initiatives.

Flexibility and Adaptability:

- Ability to adapt to changing priorities and responsibilities, with a proactive and flexible approach to work.
- Willingness to take on additional duties as assigned.



Cultural Competency:

- In-depth understanding and appreciation of Délne, traditions, and protocols.
- A track record of working closely and respectfully with local experts, Elders, and knowledge keepers.

WORKING CONDITIONS

Physical Demands

The incumbent spends the majority of time seated at a desk/computer. Lengthy telephone conversations and teleconferences requiring attentive listening and decisive responses are a daily occurrence. Travel may be required both during and outside of the normal workday by aircraft and by vehicle. Meetings are often scheduled at night or on weekends and may involve travel within the NWT territory and elsewhere.

Environmental Conditions

The incumbent travels by motor vehicle between board communities and/or Yellowknife and by aircraft to the more remote communities and elsewhere. Travel on the land, possibly in adverse weather conditions, and participating in camps or other traditional events will be required periodically. Travel by road and aircraft occurs during all seasons when at times weather conditions are poor. Driving in bad weather requires alertness. Duty travel involves absences from the office and from home. Unforeseen weather conditions may disrupt work plans and home life.

Sensory Demands

Extensive parts of each day involve working on a computer and viewing a monitor screen. Typically, the incumbent spends several hours at a time reading printed material to obtain information, with frequent interruptions. Telephone use is also extensive. The Director must listen to conversation, either in person or by telephone, to judge meaning, comprehension and intention, and must carefully observe the speaker's non-verbal communications to judge emotional state, acceptance and understanding.

Mental Demands

The incumbent works in a busy office, with short deadlines to meet large volumes of correspondence, and makes numerous decisions on a daily basis. Frequent interruptions contribute to the demands of the position. There are mental demands from staff, parents and others who try to influence the Director to authorize activities outside the scope of board policies and procedures. The incumbent is often required to investigate and mediate disputes and/or complaints regarding department programs and services. The incumbent must have the ability to deal effectively with angry and frustrated people. Difficulties encountered include resolving conflicting priorities and demands for services, at all times with due regard for the Délne culture and traditions.



ADDITIONAL EMPLOYMENT REQUIREMENTS

- Must undergo a Criminal Record Check
- Follow policies and procedures of the Délinaé Got'Iné Government
- Ability to maintain a healthy lifestyle
- Willingness to work extra hours to meet deadlines
- Willingness to respond to critical incidents outside of work hours
- Six months probationary period.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

To Apply:

Please send a cover letter and your resume to:

Cyre Yukon
Chief Operating Officer
dgg.coo@gov.deline.ca
P.O. Box 156, Délinaé, NT X0E 0G0