



Job Description

Language Coordinator



PURPOSE OF THE POSITION:

The Language Coordinator is responsible for developing and providing a Language Program to suit the needs of the Déljñę Gotine Government and the Community of Déljñę.

SCOPE:

The Language Coordinator will be responsible for planning, developing, and implementing language programs for the Community of Déljñę. The Language Coordinator reports to the Director of Language, Culture and Spiritual and will be familiar with and work within the Déljñę Got'jñę Government Laws, regulations, policies and procedures. The Language Coordinator works collaboratively with the Sahtu Dene Council and the Déljñę Got'jñę Government Language, Culture and Spiritual. The overall goal of the Sahtu Language Initiative is to help revitalize and maintain the North Slavey Language for future generation.

RESPONSIBILITIES:

1. Develop and implement the Language Program for the Community of Déljñę
 - Develop and implement language, traditional and cultural program;
 - Evaluate, implement and develop programs related to language projects;
 - Provide monthly activity reports to the Director of Programs and Services;
 - Assist with the planning and implementation of activities such as developing a learning material;
 - Provide adequate equipment, material, and activities;
 - Develop of official language literacy resources;
 - Literacy components in youth centre and programs;
 - Transitional support for youth/elders;
 - Community literacy awareness;
 - Provide weekly and monthly schedules of activities to immediate supervisor;
 - Develop a culturally appropriate program and activities that are in relation to the language program;
 - Develop activities that introduce the North Slavey language to community program;
 - Provide various experiences and activities such as drum music/elders teaching/ storytelling in relation to the mandate of the language program and its goal;
 - Develop a radio program in North Slavey;
 - Provide adult with tools for writing in their dene language;
 - Promote dene as the language of home and work in Déljñę;
 - Develop skills in using computers to produce materials in dene language;
 - Dene language curriculum planning;
 - Dene writing workshop; and



- Able to gather, analyze and broadcast information in both English and dene language
2. Perform other related duties

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge:

The incumbent must have proficient knowledge in the following areas:

- An understanding of the northern cultural environment;
- Knowledge and ability to speak North Slavey is a prerequisite;
- Knowledge of computer and programs;
- Knowledge in writing North Slavey;
- Knowledge in reading North Slavey;
- Demonstration of the need for the program;
- Plan and evaluate the language program;
- Good oral and written communication skills;
- Organizational skills; and
- Self-start

Skills:

The incumbent must demonstrate the following skills:

- Team building and supervisory skills;
- Decision making, analytical and problem-solving skills;
- Effective verbal and listening communications skills with adults and the public;
- Stress and time management skills;
- Ability to work closely with elders and guest that are invited to the program; and
- Experience in proposal writing

Personal Attributes:

The incumbent must maintain strict confidentiality in performing the duties of Language Program and demonstrate the following personal attributes:

- Be respectful of oneself and others in manner of speaking, personal presentation, and collegiality;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate sound work ethic;
- Be consistent and fair in working with people;



- Be compassionate and understanding;
- Be able to build esteem of adults/elders and youth while ensuring a safe and secure environment;
- Self-motivated and able to work independently; and
- Dedicated and committed to language program.

The Language Coordinator must have certificate in office administration, certificate in Language Studies or three or five years of work experience.

WORKING CONDITIONS:

Physical Demands:

The incumbent will spend long hours at the computer, managing email and attending to the workload which may contribute to neck injuries, eye strain, general fatigue and other physical discomfort.

Environmental Demands:

The incumbent will be working in a busy and occasionally noisy environment. There may be many activities and situations happening at once.

Sensory Demands:

The incumbent may spend long hours of the day on administrative duties within an office setting where the incumbent may be required to focus on a computer terminal.

Mental Demands:

In addition, there may be significant lack of control over the work pace, with frequent interruption's (work is often dictated by external factors) that may lead to mental fatigue or stress.

