

# JOB DESCRIPTION

<b>JOB TITLE</b>	Language Program Coordinator
<b>MINISTRY/DEPARTMENT</b>	Culture, Heritage and Language
<b>REPORTS TO</b>	Manager, Languages
<b>JOB FAMILY</b>	Professional / Expert
<b>CLASSIFICATION LEVEL</b>	Level 2
<b>DATE CLASSIFIED</b>	March 2025

## POSITION SUMMARY

The Language Program Coordinator supports the Ministry of Culture, Heritage and Language’s language programming by assisting in the development and administration of language grants and community outreach initiatives to support Michif learning opportunities for Métis citizens in BC. This position works closely with the Manager, Languages to improve the Ministry’s language funding opportunities for citizens and Métis Chartered Communities based on best practices and grant outcomes. The role is responsible for conducting community visits and building relationships with Métis Chartered Communities and Michif language leaders in BC. The Language Coordinator participates as a critical member of the Ministry of Culture, Heritage and Language team to create solutions that advance the successful, efficient, and effective delivery of grants and services to Métis people in BC.

The Language Program Coordinator provides multifaceted support for the development and coordination of various grant funding streams, learning resources, and language initiatives to preserve and promote Métis culture and languages. This includes aiding in the design of language grant opportunities, coordinating language grant cycles, managing financial records, and providing support and developing resources for language grant applicants and recipients. Additionally, the role is expected to conduct research and engage in relationship building with funders and like-minded institutions to stay apprised of best practices in language revitalization grant delivery. Building relationships with Métis Chartered Communities and community leaders and participating in professional learning opportunities are also part of the responsibilities.

## LOCATION

- Provincial Head Office – Surrey, BC.

## DUTIES & RESPONSIBILITIES

- Coordinates the implementation of the Ministry’s language grants and initiatives, with a focus on Michif language revitalization.
- Assists the Manager, Languages with language grant design in alignment with the Ministry’s Michif Language Revitalization Plan.
- Coordinates language grant cycles, including developing and updating documents and forms, managing language grant stream budgets and expenditures, delivering funding instalments, and collecting and evaluating reports.
- Represents MNBC in community engagement activities, advocating for language revitalization funding and policy support.
- Builds rapport with language grant recipients, prospective applicants and Métis Chartered Communities in BC to act as an effective source or support to build community-based language programming.
- Provide guidance and technical support to grant applicants, ensuring alignment with funding requirements.



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- Supports language grant recipients with administrative tasks such as writing applications and reports, submitting financial information and budgeting. Develops learning materials and resources as necessary.
- Demonstrates leadership, initiative, and problem-solving to deliver tailored support to applicants and recipients.
- Monitors grant cycle outcomes, collects data, and provides recommendations for future grant cycles.
- Assists the Manager, Languages in gathering information for funding proposals and opportunities that focus on the enhancement and revival of Michif languages.
- Assists the Manager, Languages and Ministry Director in building and maintaining relationships with Métis Chartered Communities, Michif language leaders, funding partners and other bodies involved in language revitalization.
- Coordinates and attends various professional and community-based learning opportunities to share and gather knowledge about Métis culture, history, and language.
- Conducts research and maintains a working knowledge of evidence-based language revitalization strategies, best practices and policy improvements. Stays informed of similar initiatives and monitors reported outcomes.
- Coordinates the implementation of surveys, resources, and materials, including integrating online tools to increase access for those Métis people living in remote and rural areas of BC.
- Supports the Manager, Languages in coordinating Ministry events and gatherings.
- Contributes to the development of promotional materials and marketing and coordinates its use for grant initiatives and events.
- Monitors program performance and analyze data to assess the effectiveness of language grants.
- Collaborates with funding agencies to identify new grant opportunities and secure financial support for MNBC's language initiatives.
- Maintains financial records and ensure compliance with funding agreements.
- Provides general support to the Ministry's language team and other teams within the Ministry as needed.

### Other duties

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

### Supervision Given

- None.

### QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, Indigenous Studies, Linguistics, or a related field from a recognized, post-secondary institution.



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- Minimum of three (3) years' recent, related experience in project coordination or business administration.
- Combination of relevant experience, education, and training may be considered.
- Familiarity with Indigenous language revitalization, Michif languages and Métis culture is an asset.
- Demonstrated experience writing grant proposals and reports.
- Strong knowledge of financial administration and file management.
- Experience with grant management systems an asset.
- Demonstrated ability to work effectively and respectfully with Elders, Knowledge Carriers and other service providers.
- Demonstrated ability to effectively communicate and develop written resources and implement revisions.
- Demonstrated ability to coordinate contracts and manage sensitive communications and financial data.
- Experience working in-community an asset.
- Ability to work independently and develop solutions for problems with minimal supervision.
- Demonstrated ability to think critically and employ analytical skills when developing and implementing systems and initiatives.
- Proven ability to manage multiple projects and tasks simultaneously.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks and meet deadlines.
- Proven ability to utilize, adapt and embrace new technologies, including MS Word, Excel and other database/software required by the role.

[Include in all job descriptions]

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

### MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)



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- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.