

JOB TITLE	Recording and Documentation Assistant
MINISTRY/DEPARTMENT	Ministry of Culture, Heritage and Language
REPORTS TO	Program Coordinator
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	August 12, 2025

POSITION SUMMARY

The Recording and Documentation Assistant provides crucial support to the preservation and revitalization initiatives of the Ministry of Culture, Heritage and Language (MoCHL). This position supports the ministry in scaling up language documentation initiatives to meet translation needs for programming and resource development. Reporting to the Program Coordinator leading the Michif languages documentation portfolio, the Recording and Documentation Assistant supports the Ministry’s language team with any and all aspects of language documentation.

The portfolio for this position includes planning, research, and Elder/speaker support, which may include: drafting elicitation plans, liaising with and scheduling appointments with Elders/speakers and following best practices in Indigenous language revitalization to produce accurate and high-quality materials. This position also actively engages in language collection: supporting Elders/speakers during documentation sessions, operating recording, filming and lighting equipment, assisting with the procurement and purchasing of equipment and the maintenance of an up-to-date equipment log, notetaking during sessions and managing and maintaining digital files including following the Ministry’s language data maintenance plan and providing feedback on its implementation. This position also supports with postproduction of materials: Michif language(s) and English transcription (either independently or in collaboration with language experts), minor linguistic analysis, video and audio editing, distribution of access files, and managing archival digital files.

This position provides cross-support to other ministry initiatives in an assistant capacity as needed.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Provides support to the MoCHL language team in a variety of program related activities, which may include: Elder/speaker support, elicitation planning, linguistic research, audio and video recording, set support, lighting management, audio and video editing, file management, and the dissemination of produced resources and files.
- Provides support to all MoCHL teams and initiatives as needed, participating in successful program implementation by engaging in administrative duties, as assigned.
- Leads small projects and works both independently and as part of a team to ensure that high quality work is produced in a timely manner.
- Supports events, workshops or initiatives hosted or attended by MoCHL, where activities might include: technical support for virtual meetings, coordinating travel for in person events/initiatives, representing the MoCHL at public events, event planning administration and support for staff and/or community members during



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events.

- Provides program and administrative support for the language documentation portfolio throughout the day-to-day operations including answering phone calls, scheduling meetings, taking meeting notes, handling email inquiries and providing information in response to inquiries.
- Collects, organizes, and maintains data collected from various program initiatives. Assists in compiling, interpreting and summarizing data for reporting purposes.
- 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.
- 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.

Direct Reports

- None.

QUALIFICATIONS

- Diploma in Film and Video Production Studies, Digital Media, Linguistics, Indigenous Studies, First Nations Endangered Languages (FNEL), Indigenous Education or a related field from a recognized, post-secondary institution. Bachelor's degree preferred.
- Minimum three (3) years of experience in documentation, filming, editing or community programming support is required.
- A combination of relevant experience, education, and training may be considered.
- A working knowledge of Métis languages and culture is an asset.
- Experience learning a Michif language is an asset.
- Demonstrated ability to work with and support Elders and/or language speakers.
- Demonstrates initiative and a willingness to learn in the workplace.
- Demonstrates strong attention to detail and is results focused.
- Ability to lead small projects to provide assistance to MoCHL initiatives.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.



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- Proven ability to proofread documents for formatting, grammatical and spelling errors.
- Knowledge of and experience with operating audio and video recording equipment.
- Experience operating lighting equipment for filming is an asset.
- Demonstrated ability to manage digital and archival data within a set data management framework.
- Proven ability to utilize, adapt and embrace new technologies, including Microsoft Office 365, Canva, audio software such as Audacity, transcription software such as ELAN, film editing software such as Davinci Resolve, and others.
- 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.)
- **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.