



MÉTIS CULTURE, HERITAGE, AND LANGUAGE COORDINATOR

TEMPORARY FULL-TIME POSITION FOR 12 MONTHS

LOCATION: MNBC Regional Office to be determined

EXTENDED: Posting will remain open until filled and will close without notice

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Culture, Heritage and Language team as a **Métis Culture, Heritage, and Language Coordinator**.

Reporting to the Senior Director of Culture, Heritage and Language, the primary objective of the role is to oversee the development and distribution of Métis cultural resources, increase awareness of Métis culture in BC and coordinate Michif language initiatives for MNBC.

KEY DUTIES AND RESPONSIBILITIES

- Coordinate the development and procurement of Métis-specific cultural resources
- Consult and regularly obtain feedback from MNBC Chartered Community leaders regarding the needs of Métis community members, which reflect rural, remote, and urban environments.
- Develop and implement strategies for procuring, storing, and distributing goods or services and maintain inventory levels
- Source and engage reliable suppliers and vendors
- Build and maintain long-term relationships with vendors and suppliers
- Negotiate with suppliers and vendors to secure advantageous terms
- Assist with gathering information for proposals and funding opportunities that focus on the enhancement and revival of the Michif language, and Métis culture
- Develop a strong working knowledge of language revitalization initiatives and best practices
- Work with local stakeholders, including municipalities, provincial governments and non-Indigenous community service organizations and institutions to promote cultural competency and awareness

- Coordinate and attend various professional learning opportunities to share knowledge about Métis culture, history, and language
- Coordinate 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.
- Coordinate and implement all aspects of Michif language events and Métis cultural festivals and gatherings across the province
- Research vendors/contractors (e.g., catering, cultural facilitators, venues, etc.) and follow budget requirements
- Maintain event budgets and track expenditures/transactions
- Oversee the development of promotional materials and marketing for project initiatives and events
- Actively participate 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 programs and services to Métis people in BC

THE IDEAL CANDIDATE

- Bachelor's Degree in Business Administration, Event Planning, Communications, Business Management, Linguistics, or a related field
- Minimum of two (2) years' recent, related experience in project coordination
- Combination of relevant experience, education, and training will be considered
- Familiarity with linguistics and language revitalization, and Métis culture an asset
- Strong knowledge of sourcing and procurement techniques
- Exceptional talent in negotiating and networking
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Demonstrated ability to effectively communicate both verbally and in writing
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

Using Métis Culture, Heritage, and Language Coordinator in the subject line of your email, please send your resume and cover letter to:

Katie Trace
Senior Director of Culture, Heritage and Language
Métis Nation British Columbia
Email: ktrace@mNBC.ca