



CULTURE, HERITAGE AND LANGUAGE MANAGER

TEMPORARY FULL-TIME POSITION FOR 12 MONTHS

LOCATION: Métis Nation BC's 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 **Culture, Heritage and Language Manager**.

Reporting to the Senior Director of Culture, Heritage and Language, the primary objective of the role is to develop and implement strategies, initiatives and programs that will promote and create awareness of Métis culture and language, increase visibility of Métis people, artists and facilitators, and connect Métis in BC with culturally-specific resources.

KEY DUTIES AND RESPONSIBILITIES

Program Delivery:

- Develop and implement strategies, programs and resources that increase awareness of Métis culture and language and support Métis artists and facilitators.
- Oversee the coordination, facilitation, and implementation of various language initiatives, resources, events and programs for the preservation and revitalization of the Michif language and Métis culture.
- 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 guidelines within the programs, ensuring alignment with the Ministry of Culture, Heritage and Language objectives.
- Develop and report on key outcomes demonstrating the successful implementation of culturally-specific initiatives. This includes maintaining an efficient, effective and integrated approach to service delivery data collection, evidence-based best practices, and monitoring.
- Actively work to ensure all programs and services integrate online tools to increase access for those Métis people living in remote and rural areas of BC.

- Develop annual program goals in consultation with the Senior Director, and set and maintain quality levels through audits and evaluations, ensuring all objectives are met and reported effectively and in a timely manner.
- Promote community awareness and support of the program by performing duties such as implementing and hosting large-scale community events, cultural gatherings, and festivals.
- Contribute relevant content to the creation of communications, such as media releases, promotional and marketing materials, and respond to funders in a timely manner.

Community Relations

- Build and strengthen mutually respectful relationships with Métis Chartered Communities.
- 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.
- Work with local stakeholders, including municipalities, provincial governments and non-Indigenous community service organizations and institutions to promote cultural competency and awareness.
- Develop materials and presentations to be used for various professional learning opportunities and attend sessions and workshops to share knowledge about Métis culture, history, and language.
- Develop and implement cultural resources and materials, including integrating online tools to increase access for Métis people in B.C..

Administration and Finance

- Manage the financial integrity and accountability of programs, monitor expenditures within existing budgets and guidelines, report out, and make budget recommendations.
- Manage the hiring and training of support staff.
- Provide supervision to program employees as well as contracted parties who perform services for MNBC.
- Seek sources of funding and oversees the preparation of proposals for funding or for projects and programs deemed necessary or appropriate, and liaise to follow up
- Ensure all funding requests are prepared in a timely manner affording the opportunity for adequate review and approval.
- Regularly keep the Senior Director apprised of all pertinent issues and information for effective decision-making, and provide input for the preparation of annual short and long-range program plans and briefing materials.
- 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.

THE IDEAL CANDIDATE

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Bachelor's Degree in Business Administration, Event Planning, Communications, Business Management, or a related field
- Minimum of three (3) years' recent, related experience in developing and managing programs/projects, including a minimum of one (1) year in a supervisory role
- Combination of relevant experience, education, and training will be considered
- Familiarity with linguistics and language revitalization, and Métis culture
- Strong knowledge of sourcing and procurement techniques
- Exceptional talent in negotiating and networking
- Demonstrated ability in identifying, pursuing, and developing revenue streams
- Demonstrated ability in writing complex funding proposals and/or policy documents; community development approaches and service delivery; cross cultural experience; and solid knowledge of select program areas.
- 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 Culture, Heritage and Language Manager 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