

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Indigenous Language Revitalization Specialist/Heritage Language Education Consultant

## **PURPOSE OF THE POSITION**

Under the direction and supervision of the Education Manager and PASS Administrator, the Indigenous Language Revitalization Specialist/Heritage Language Education Consultant (ILRS) is responsible for developing the curriculum and delivery model for language revitalization, including applicable training, within the Matawa First Nation communities in Ojibway, Oji-Cree and Cree. In addition, the ILRS must liaise with various groups within the communities and travel to Matawa First Nation communities to promote the development and ongoing success of the Indigenous Language Revitalization Project.

## **SCOPE**

As a highly skilled and motivated professional who possesses specialized knowledge and expertise in language revitalization, the ILRS utilizes their experience to develop and deliver the training for fluent community speakers in adult education techniques using accelerated learning and Te Ara Reo methodologies that have proven successful in Aotearoa (New Zealand). The position will also develop resources and assessment tools for students and tutors that are part of the learning process. The ILRS is responsible for assisting in the accurate and timely preparation and submission of all reporting required by the Education Manager, Matawa First Nations Management and Indigenous and Northern Affairs Canada (INAC) related to the Indigenous Language Revitalization Project.

The ILRS must work effectively in a team setting, which may include other members of the Matawa Education Department, the Matawa Regional Advisory Committee on Education, community members and Matawa First Nations political leadership. In addition, the ILRS has a supporting role in developing and maintaining relationships with external organizations, agencies and businesses in creating and sustaining supports and programming for the Indigenous Language Revitalization Project.

## **RESPONSIBILITIES**

### 1. Program Development and Delivery

#### Main Activities

- Oversee the project and course development and delivery
- Identify areas for continuing program development
- Develop language curriculum and delivery methodology
- Develop and deliver training for fluent community speakers using Adult Education techniques
- Develop resources and assessment tools related to the program
- Ensure availability of required resources for students and staff
- Identify areas of need or areas in need of further enhancement related to the language revitalization program
- Develop partnerships with potential cooperative education mentors, organizations and businesses
- Assist in recruitment of tutors
- Provide on-going support and encouragement to students and staff

### 2. Administration

#### Main Activities

- Provide program reporting as required
- Liaise and work with Matawa Education Authorities to identify needs of the project
- Liaise with INAC as required to ensure on-going compliance
- Liaise and work with Matawa Education Authorities to recruit and support staff and students

### 3. Other Duties

#### Main Activities

- Assist the Education Manager and/or PASS Administrator with the development of student or staff recruitment and related materials
- Assist with the development of department resources and content for the Education Department website
- Assist with the development and design of promotional materials
- Other duties as they are assigned by the Education Manager and/or PASS Administrator

### 4. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A Bachelor or Master's degree in a related discipline or Certified Teaching Credential
- A minimum of five (5) years experience working as an Adult Educator in instruction and community training
- A minimum of five (5) years experience in using Te Ara Reo and accelerated learning methodologies that target Language Revitalization
- A minimum of three (3) years in a management position preferably related to Indigenous Language Revitalization
- A minimum of two (2) years as a Language and Cultural Representative, Advocate or Advisor

### **Skills**

The incumbent must demonstrate the following skills:

- Experience in curriculum development and in instructional design techniques that target language resources
- Experience as an Adult Educator, both in instruction and training
- Experience in resource development, assessment and evaluation
- Demonstrated experience in developing accredited Certificate, Diploma and Degree Adult Education courses preferably in Language Revitalization
- Good written and verbal communication skills in English and one Indigenous Language (their own) that will empower the target languages
- Effective communication skills, including listening, in a cultural setting
- Experience working in Indigenous communities and with Indigenous populations in Language Revitalization
- Effective time management skills
- Good skills in word processing and Adobe Creative Cloud

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of ILRS. The incumbent must also demonstrate the following personal attributes:

- Demonstrated ability to work effectively with a variety of education stakeholders (eg. parents, students, co-workers, administrators, government representatives) and to achieve results through a consultative approach
- Willingness and ability to travel as required, to both road-accessible and fly-in communities
- Willingness to work in a variety of settings
- Must be willing and able to live in Thunder Bay, ON for duration of project

## **WORKING CONDITIONS**

### **Physical Demands**

The ILRS may have to travel in the community and to Matawa First Nations in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The ILRS may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The workplaces used for the Indigenous Language Revitalization Project may be busy environments. The ILRS may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of other staff members. The ILRS may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The workplaces may be noisy and busy making it difficult for the ILRS to concentrate.

### **Mental Demands**

The ILRS may have to manage a number of requests and projects at one time. They must be aware of Education Department business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.