



Job Posting

Cultural Heritage Resources and

Language Program Manager

JOB OVERVIEW

Job Title	Cultural Heritage Resources and Language Program Manager
Department	Culture and Language
Location	Doig River First Nation
Reports To	Band Manager

GENERAL JOB DESCRIPTION

The Cultural Heritage Resources Program Manager is a multi-faceted position that collaborates with Council, all DRFN departments, Elders, and community members to manage and coordinate the acquisition, maintenance, preservation and promotion of cultural heritage resources. The Manager will promote and implement programs, projects and activities that facilitate the inter-generational transmission of Beaver language and culture and ensures that the DRFN Cultural Heritage Management Framework is utilized when considering all land use applications from industry proponents.

DUTIES & RESPONSIBILITIES

Key Functions:

- Planning, strategic and operational
- Program implementation
- Budgeting
- Reporting
- Grant writing
- Communications
- Community engagement
- Collaboration with DRFN departments
- Coordination of resources
- Liaison with external agencies

Planning, Strategic and Operational

- Collaborates with DRFN Council, Department Managers, and community members to complete the strategic and operational plan for Cultural Heritage Resources and Language Department

- Understands, embraces, and implements the culture and language development components of the community's CCP, Council Strategic Plan, Lands Department, Health and Social Development Strategic Plans.
- Implements activities that support the achievement of the cultural and language goals as established in the DRFN Comprehensive Community Plan (CCP) and the Council's Strategic Plan.
- Researches, develops and/or secures strategies and tools to facilitate conservation of cultural heritage resources

Personnel and Human Resources Management

- In collaboration with the Band Manager, builds a team of personnel and consultants within the Cultural Heritage Resources and Language department to implement the department's strategic and operational plans.
- Manages the Beaver Language Team, its workplans, budget, activities and reporting that is consistent with DRFN's policies, procedures, and reporting structures.
- Manages casual cultural workers as per project workplans, budgets, activities and reporting that is consistent with DRFN's policies, procedures, and reporting structures.
- Manages the bookings, timesheets and payments of elders and cultural persons for external events (i.e., prayers, openings, welcoming, etc.).

Program Implementation

- Manages and coordinates programs and activities within the Nation that preserves, promotes, and facilitates the intergenerational transmission of DRFN culture and Beaver Language from DRFN Elders to its youth.
- Manages language authority activities, certification of Beaver language speakers
- Ensures incremental integration of Beaver language and culture into all facets of DRFN's departments.
- Further develops, coordinates, and manages DRFN's museum, exhibits, digital platforms, and archives.
- Will utilize CKK and support further archival tool development, storage, and heritage resource conservation.
- Seeks ways to secure a local repository and repatriate DRFN historical artifacts to the Nation's repository.
- Manages the DRFN Fur and Craft Program, that includes purchasing hides and crafts from members and sales to the public.
- Facilitates and coordinates community based historical research about DRFN and its membership.
- Implements special projects as they pertain to cultural heritage and language.
- Provides technical supports to major negotiations, specific claims and agreements as needed

Budgeting, Grant Writing and Financial Reporting

- Advocates and develops proposals for funding and grants to support DRFN's culture and language initiatives.
- Prepares budgets and works with the Financial Controller to ensure project and department activities are on budget.
- Will work with the Financial Controller to submit financial reports in a timely manner to funders as per funding arrangements.

Reporting and Evaluation

- Maintains quarterly status reports on all department activities to be submitted to the Band Manager.
- Ensures all external funding reports are submitted on time as per the agreements.
- Will review annual workplans and communicate to the Band Manager any suggested changes and improvements.
- Develops and maintains administrative and organizational filing and tracking systems.
- Prepares presentations, briefs, updates, and final reports on projects individually as well as collaboratively with DRFN departments.
- Provides updated reports regularly at scheduled Manager, Band Council and Band General Meetings.

Communications and Community Engagement

- Communicates plans, activities, and projects to band membership. (i.e., world café)
- Prepares submissions to communications department for community newsletter, webpage, and social media updates.
- Promotes public awareness of heritage conservation within DRFN and the external community.
- Participates in community events and engagements to ensure band membership is informed and participating in cultural heritage resources and language activities.
- Gathers feedback from members about programs, activities, and future projects.
- Engages with the Elder's Committee (Dane Che Uu) on a frequent basis

Collaboration with DRFN Departments

- Collaborates with the Health and Social Development Manager or other designated personnel in designing community-based initiatives that promote culture and language for healthy families, lifestyles, and lifestyle choices (i.e., cultural kits, workshops, etc.)
- Assists the Lands and Resources Department in the further development and implementation of the DRFN Cultural Heritage Policies & Procedures
- Supports the Lands Department in the planning and review of Traditional Land Use studies, field trips that pertain to studies, the collection and documentation of cultural heritage resources (i.e., identification and mapping of Cultural Heritage Landscapes within DRFN territory)
- As requested by the Lands Manager, reviews and comments on cultural heritage resource management plans, applications and referrals submitted by industry and regulatory bodies

- Collaborates with the Band Economic Development Manager to support traditional crafters and entrepreneurs by sharing resources that promote cultural tourism and crafting/product development.

Liaison with External Agencies

- Acts as a resource on behalf of DRFN to external agencies, government in communicating cultural protocols, Beaver translations and DRFN intellectual property rights
- Supports cultural awareness promotions internally and external to DRFN
- Collaborates with Treaty 8 TARR program and researchers
- Acts as a point person to support the activities at Tse K'wa Heritage Society
- Sits on associated committees i.e. (CHRC)
- May participate in various committees and meetings that support DRFN cultural heritage resources and language promotion.
- Establishes positive relationships with the local museums, archives and funders to support DRFN's cultural heritage resources.

Coordination of Resources

- Will seek out opportunities and partnerships to coordinate resources to support cultural heritage resources and language preservation and promotion with DRFN administration and with external agencies
- Will reach out to other Beaver speaking Nations to collaborate and share resources

REPORTING STRUCTURE

- Reports directly to the Band Manager

QUALIFICATIONS

Education

- Post-secondary education in First Nation studies, archaeology, archival and library sciences and/or traditional use studies.

Experience

- Experience working with First Nations and community engagement
- Experience with archiving and cultural heritage resource preservation and management.
- Experience in promoting best practices in TUS, TK, mapping, and indigenous research.
- Project management.
- Experience working in a fast-paced and evolving environment.
- Experience in the use of software such as Microsoft Project, Word, PowerPoint, Excel.
- Supervisory experience.
- Experience in working with Elders.
- Presentations, exhibits, displays and public education.

Knowledge

- Knowledge of Beaver language an asset.
- Knowledge of research tools, program design and evaluation techniques.
- Knowledge of First Nations cultural protocols.
- Familiarity with traditional Dane-zaa and Doig River First Nation culture, values, interests and history including Treaty 8 and associated rights

Skills & Abilities

- Able to prioritize tasks and manage effectively in a fast-paced environment with competing priorities
- Caring, compassionate, dependable, ethical and mature
- Ability to be precise and accurate
- Excellent time management and scheduling skills
- Highly developed organizational skills including the ability to develop work schedules, monitor progress toward goals, track data and activities
- Excellent interpersonal skills
- Ability to conduct decision-making in a non-political manner
- Ability to develop, implement, manage, and track projects and associated budgets
- Well-developed communication skills including the ability to listen and communicate effectively both orally and in writing
- Ability to:
 - Demonstrate initiative and resilience
 - Act in a professional and courteous manner in all circumstances
 - Facilitate resolution of conflict in a professional and effective manner
 - Work collaboratively with others to set goals, resolve problems and make decisions
 - Influence and motivate others in a positive manner
 - Be creative and innovative
 - Exercise judgement and discretion when handling confidential information
- Good computer skills– proficient in Microsoft Word, Excel and PowerPoint

Required Certifications

- BC Class 5 Driver's License

HOW TO APPLY

Please submit resume and references to Lacey Beaumont, Executive Assistant at:
lbeaumont@doigriverfn.com by February 28, 2023.