



TK'EMLÚPS TE SECWÉPEMC

## JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

<b>POSITION TITLE:</b>	<b>Language Assistant</b>
<b>DEPARTMENT:</b>	<b>Language &amp; Culture</b>
<b>SUPERVISOR:</b>	<b>Language Coordinator</b>
<b>TERMS:</b>	<b>Full-time, Permanent</b>
<b>REFERENCE #:</b>	<b>2026-074</b>

### **Purpose of Position:**

To work collectively with and mentor under the Language team, this position is responsible for helping plan meetings, gatherings, and organizing the learning resources the Language team utilize. The Language Assistant will help where needed with the bi-weekly Wumec.wílc re Secwepemctsin meetings and community language nights. This incumbent must have the passion and commitment to uphold the Shuswap Nation's Declaration to preserve, record, enhance and perpetuate our language, history, and culture.

### **Duties and Responsibilities:**

**Assisting with the coordination, facilitation, and implementation of language initiatives identified by the Tk'emlúps te Secwépemc (TteS) for Secwepemctsin, with a focus on the dialect of the TteS. (95%)**

#### Strategic Leadership:

- To uphold the 1982 Shuswap Nation Declaration to work in unity to preserve, record, enhance and perpetuate the Secwépemc language, history, and culture. To help and foster team spirit so staff, membership, and learners engage in the planning, development and implementation of our language programs and services where needed.
- To assist the language branch of the L&C Department.
- To help the L&C Department to plan, develop and implement language programs and services for all age groups.
- To work in collaboration with the Language team while they carry out work with the Fluent Elders to translate documents into Secwepemctsin and help develop language learning resources for community members.
- To help carry out the work identified in the TteS language needs assessment.
- To mentor under the Language team and external Academic Partners when classes are held to help further their own language learning journey and with our Fluent Elders.
- To promote and enhance the integrity of the Western Dialect of Secwepemctsin.

#### Community Relations:

- To help with activities for language learning in community as needed and any special projects that may come up.
- Work closely with Elders to ensure their needs are met when they are on-site and build rapport with them to help in their own learning journeys.

- Aid in collaboration efforts with other TteS departments when needed to for “on the Land” activities, so we may provide opportunities for intergenerational teachings.

#### Education:

- To mobilize the community goal of returning Secwepemctsin to everyday use and intergenerational transmission by helping with language classes or other events within the Language and Culture Department.
- To assist L&C department staff and Fluent Elders in teaching Secwepemctsin and our traditional songs, dances, and stories.
- Assist classroom teachers in planning and delivering Secwepemctsin language lessons for learners ranging from beginner to advanced levels. To help promote our traditional intergenerational learning practices.
- Work in collaboration with Fluent Elders when developing language learning and teaching resources.
- To perform all duties and responsibilities in accordance with the TteS policies, standards, and procedures, and as directed by the Language & Culture Department Manager.
- To maintain confidentiality on all matters relating to the affairs of the Language & Culture Department and TteS.

#### Other related duties as required. (5%)

#### **Financial Responsibility:**

- To aid in expense tracking with relevant department budgets as per Language and Culture Manager direction.
- Provide and maintain accurate financial information for programs and special projects.
- Assist with grant proposals and reporting requirements

#### **Special Requirements:**

- Understanding and knowledge of Secwépemc culture, language, customs, traditions, protocols, and challenges.
- Must have the ability to develop and maintain a positive and collaborative relationship with Western Dialect Speakers in the language and culture programs.
- Must be knowledgeable in reading, writing, and speaking Secwepemctsin, and willing to continue learning the language.
- Must be able to pass a Criminal Record Check, Vulnerable Section.
- Must have a valid Class 5 BC Driver’s License and clean driver’s abstract.
- Travel may be necessary.

#### **Professional Certification, Education and Experience:**

- Secwepemctsin Proficiency Certificate or other Secwepemctsin education is required, provide details when applying.
- Must have previous work experience in an Indigenous language department or organization.
- Experience in assisting with planning and/or language programs is an asset.
- Must be willing to continually upgrade knowledge, skills, and abilities.

#### **Skills and Abilities:**

- Must be passionate and dedicated to the enhancement, perpetuation, and revitalization of the Tkémlúps te Secwépemc dialect of the Secwépemc Language.
- Firsthand knowledge of Secwépemc language, history, culture, customs, traditions, protocols, and challenges.
- Beginner level proficiency in Secwepemctsin; competent in reading, writing and speaking.
- Must have knowledge of and follow proper cultural protocols when engaging Elders, Fluent Speakers, and Traditional Knowledge Keepers.
- Demonstrated ability to multitask and keeping colleagues informed.
- Communicate effectively with an audience in both Secwepemctsin and English.
- Good oral and written communication skills.
- Good organizational and planning skills.

- Ability to set priorities and meet deadlines.
- Ability to work independently and as a team.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation, problem solving, and judgement skills.
- Ability to work in multi-cultural settings.

**Benefits:**

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts may be required.

**PAY GRADE:** Starting at \$20.08 - \$23.23 depending on education & experience.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is open until filled.**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment/>  
or at our Human Resources office #320 Chief Alex Thomas Way.  
Office Hours are Monday to Friday 8:00 am to 4:00 pm &  
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**