The First Peoples’ Cultural Council is a First Nations-run crown corporation mandated to support Indigenous language, arts and culture revitalization in British Columbia, and is based in Victoria, B.C. We are looking for an energetic, highly organized, creative and motivated FirstVoices Coordinator / Trainer to join our team to support the effective administration and delivery of FirstVoices language revitalization programs to First Nations communities in B.C.

Background

FirstVoices is FPCC’s internationally-recognized online Indigenous language archiving and teaching resource that allows Indigenous communities to document their language for future generations. FirstVoices provides state-of-the-art technologies, training and technical support to community language champions. Within the FirstVoices program, FPCC provides grants to First Nations communities in B.C. to develop and enhance online language archives and related resources using FirstVoices tools and technologies.

Position: FirstVoices Coordinator / Trainer

The FirstVoices Coordinator/Trainer is responsible for the coordination of the FirstVoices program, including the delivery of FirstVoices grant funding and the design and delivery of on-site community training to FirstVoices stakeholders across B.C.

We are looking for an organized, positive and tactful individual who is interested in a career in the field of language revitalization and technology. The ideal candidate has at least 3 years of related experience, including experience working with First Nations communities in B.C.

Desired Qualifications:

- A Bachelor’s degree or a relevant post-secondary certificate focused on linguistics, language and culture, communications, or business administration, supplemented by at least 3 years of experience working with First Nations communities including program coordination, training and workshop facilitation; or an acceptable combination of equivalent education, training and experience in related fields.
- Good understanding of, and experience with, community development in the First Nations context in B.C. and a commitment to Indigenous language revitalization
- Experience training individuals in the use of online software applications and the ability to assess technical capacity and make recommendations regarding methods and equipment
- Experience developing and delivering presentations and workshops
- Exceptional computer skills, including familiarity with the MS Office Suite (Word, Excel, Power Point and Outlook) as well as social media and digital media platforms
- Impeccable organizational and verbal and written communication skills
- Strong research and writing skills
- Knowledge of and experience working with First Nations’ languages and communities in B.C.
- Ability to work independently and as part of a team
- Must have a valid B.C. Driver’s License
This is a full-time position based at the FPCC office in Brentwood Bay, B.C. Preferred start date in September 2018.

How to Apply:

Send a current resume or CV and a cover letter explaining your interest in this position, by August 31, 2018 to:

Aliana Parker
aliana@fpcc.ca
250-652-5952

We encourage applications from individuals with First Nations ancestry. Only those chosen for an interview will be contacted. All applications will be treated with strict confidentiality.