



Michif Language Project Coordinator

Department: Culture & Language

Reports to: Director of Culture & Language

Summary

The Michif Language Coordinator is responsible for coordinating Michif language Mentor Apprentice (MAP) department projects activities such as; project planning, implementation, monitoring developments, and coordinating and facilitating team/group sessions and adapting changes when needed, all tasks are implementation are on behalf of the British Columbia Métis Federation Michif Language Strategic Plan project initiatives and activities. The Michif Language Coordinator will work closely with the Director of Métis Language and Culture, and/or his/her BCMF Board Representatives to build and strengthen collaborative Michif Language Revitalization relationships, and establish practices for maximizing effectiveness of Michif Language Revitalization programs/projects to promote revitalization of the Michif language usage throughout British Columbia.

Roles & Responsibilities

1. Oversees

- » Manage aspects of the delivery of Michif-French language Mentor and Apprentice programs with minimal direction from the Language Programs Director, including the development and implementation of program criteria and timelines, and all aspects of the Michif Mentor Apprentice Programs process including developing a scoring matrix and facilitating the MAP Program meetings.
- » Follow the budget of one or more language projects to ensure that all expenses within the projects are eligible and match the revenue.
- » Develop detailed monthly reports on one or more of the MAP language programs, including narrative and project expenditure reports and statistical information (such as number of applicants, participants, challenges and successes).
- » Responsible for BCMF Language MAP Program subcontractors in the delivery of their duties.



- » Travel may be essential and required to communities to conduct site visits and project monitoring, and to coach and support community teams.
- » Responsible for implementation of the BCMF MAP Teams and Silent Speakers Projects.
- » Hosting and facilitating orientation and term sessions for BCMF MAP and Silents Speakers Projects.

2. Ensures

- » Documentation and tracking of progresses of the Michif Language MAP Projects.
- » Maintains appropriate systems to manage developments to align with Michif Language Revitalization Strategic Plan.
- » Project leadership role to ensure Michif language issues are considered and incorporated the Michif Language Department.
- » Ability to work independently and on own initiative, and the ability to work well within a team environment in collaboration on project goals.
- » Effective and efficient use of computer and related software to establish project progress, tracking and reporting.

3. Preparation for Board reports

- » Submitting written progress reports on the status of MAP projects, to prepare the Director of Culture & Language with relevant matters which may require the approval of the Board,
- » Preparation of reports to the Director of Culture & Language on the progress of all the MAP projects and any practical suggestions for enhancements.

4. Prepares and submits to the Director of Culture & Language in preparation for the Board;

- » Michif Language MAP project status and plans, and recommendations
- » Michif Language MAP direct project expenditures.
- » Michif Language MAP mid term and final reports

5. Communicates to the Director of Culture & Language and/ or BCMF CEO, a timely addressing of any changes or matters affecting BC Métis Federation and its business partners.

6. Recommendation to the Director of Culture & Language, any significant changes in the organizational structure in order to better meet Michif Language Revitalization current and future Michif Language development requirements.



- 7. Oversees the preparation of documents for the Director of Culture & Language and/or BCMF CEO for meetings and ensures Directors who are attending the Board meetings are sufficiently prepared.**
- 8. Oversees the efficient design, development, implementation and MAP Projects under the BCMF Michif Language Revitalization programs, activities and projects within the parameters of BC Métis Federations mandate and guidelines.**
- 9. Communicate with the Director of Culture & Language in preparation for submissions to the BC Métis Federations market ready members participating in BC Métis Federations Marketing initiatives.**
- 10. Finance and Budgets**
 - » Works with the Director of Culture & Language to review monthly MAP Project budgets.
- 11. Partnerships**
 - » Develops and maintains relationships to ensure respectful relationships with BC Métis Federation partners on key organizational relationships and language programs
- 12. Leadership**
 - » Recruits, guides and project team staff. Ensures staff and subcontractors receives clear direction, supervision and motivation, and are provided with tools and materials required to fulfill the prospective roles and responsibilities consistent with the objectives of the contractual agreements within the project.
 - » Ensures all employees and MAP Project subcontractors of projects are effectively fulfilling services as outlined in their subcontract agreements with BCMF Michif Language Revitalization projects
- 13. Other Duties**
 - » Performs other related duties as required.

Qualifications

- 1. Required training, experience, knowledge, skills and abilities:**
 - » Post-secondary education of 3-5 years or more in group facilitation, social work, communications, Aboriginal studies or a related field or a combination of training and experience.
 - » Familiarity with Michif dialects and/or strong desire to learn the language.



- » Lived experience in an Indigenous and Métis community and/ or substantial cultural competencies with lived experience of engaging in and maintaining intercultural affiliations.
- » Knowledge and awareness of critically endangered Indigenous Languages and the Revitalization movements behind them.
- » An understanding of complex Indigenous historical, economic, political and social factors that have an impact on current Métis people and urban Indigenous people is a strong asset.
- » Awareness of Métis and Indigenous culture.
- » Excellent writing, editing and research skills, with a strong grasp of grammar, spelling, punctuation and style; must have a meticulous eye for detail.
- » Excellent computer skills, including proficiency using Microsoft Office software
- » Exceptional communication and interpersonal skills, including ability to communicate clearly and effectively in-person, by phone and video conference; leading meeting coordination; managing high-level communication among the project team and partners; using tact, diplomacy, and flexibility in dealing with Director, Board of Directors, BCMF staff, partners and contractors.
- » Strategic and solutions-oriented approach to challenges.
- » Ability to adapt quickly to changing priorities and deliver exceptional work in a fast-paced environment.
- » Ability to work independently and collaboratively in a team environment; recognize when to take initiative and when to seek guidance.
- » Experience working with multiple social and media platforms.
- » Exceptional organizational, ability to work in high pressure and diverse settings.
- » Exceptional interpersonal skills along with the ability to work independently
- » Exceptional cultural safety interpersonal skills in the environment which is spiritually, socially and emotionally safe, as well as physically safe for people; where there is no assault, challenge or denial of their identity, of who they are and what they need..
- » Exceptional MAP projects management, writing, editing and proof-reading skills.
- » Demonstrated understanding of BCMF Policies and Practices.
- » Ability to handle sensitive and confidential information with a high degree of discretion and professionalism.
- » Excellent oral and written communication skills
- » Strong file management and organizational skills
- » Demonstrated tact and judgment in interpersonal relationships.
- » Ability to respond effectively to sensitive issues, inquiries, and complaints.
- » Detail oriented and able to work with exceptional volume of data.
- » Familiar and competent with the MS Office Suite including Word, Excel*, Power Point and Outlook (*Exceptional level of data base understanding)



Working Conditions

- » Work is done within the BC Métis Federation office; or designated space, travel may be required.
- » Lengthy computer hours doing editing, research, tracking project development.
- » Ability to work using zoom or phone or other technology alternatives to meeting the goals of the project.
- » Facilitation Skills within MAP Team and MAP Group settings.

Ability to Commute or Relocate

- » Lower mainland, BC: reliably commute or plan to relocate before starting work (preferred)

Schedule

- » Day shift
- » Monday to Friday

Benefits

- » Dental care
- » Extended health care
- » Vacation and paid time off
- » Vision care

Who We Are

The BC Métis Federation (BCMF) is a non-profit association that works with Métis communities to ensure the well being of BCMF members. Through grassroots efforts, BCMF advocates on behalf of its many members, living all across the province.

Preserving our heritage and sharing it with younger generations is necessary for the survival of Métis peoples. Through cultural revitalization, gathering in community, and sharing stories we ensure our legacy lives on.

For more information about the BC Métis Federation, visit: **BCMetis.com**



What We Offer

- » We value your work-life balance and family/community time.
 - » Additional statutory holidays, including National Indigenous Peoples' Day and National Day for Truth and Reconciliation.
 - » Travel opportunities to conferences and community events.
-

Signatures

I have read, understand and accept this job description with the following comments:

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____