



## **Digitization Technician / Language Worker Job Opportunity**

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**Position:** Digitization Technician / Language Worker

**Department:** Language

**Supervisor:** Language Director

**Type:** Full-time; Permanent, 35 hours per week

**Location:** Watson Lake, YT

**Salary:** Salary is dependent upon experience and qualifications

**Closing Date:** Open until filled

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Liard First Nation (LFN) is seeking a Digitization Technician / Language Worker. Reporting to the Language Director, the Digitization Technician/Language Worker will work on digitizing language resources as well as learn the Kaska language. The ideal candidate will work well with technology and is keen to learn and develop their knowledge and understanding of the Kaska Language.

### **Main Duties**

- Undergoes all necessary training in audio digitization, file management, and sound file editing, including current best practices
- Undergoes all necessary training in digitization of other materials such as paper-based documents, maps, and photographs, etc. including current best practices
- Undergoes all necessary training in archiving techniques, including current best practices
- Responsible for digitizing extensive collection of Kaska language audio cassettes and paper-based documents
- Responsible for tracking files and cataloguing data for conservation and easy access
- Works with Kaska speakers on content summaries of audio recordings
- Gives regular updates on the digitization and archiving work to supervisor
- Attends and participates in regular staff meetings
- Performs other tasks around the language office as needed
- Actively participates in Kaska language classes and other language training opportunities, including completing all assignments to ensure ongoing increase in Kaska language fluency. A passing grade for all courses is required.



**Liard First Nation  
Executive Council Office**

- Maintains kind and respectful behaviour and interactions with supervisor, fellow co-workers, Elders, and all who are involved working with the Language Department. Contributes to creating a safe and welcoming atmosphere for all.

**Mandatory Qualifications**

**Education:**

- High school diploma and/or equivalency obtained through coursework and/or experience.

**To Apply**

Please submit a resume to the LFN's Administration Office or email [resume@liardfirstnation.ca](mailto:resume@liardfirstnation.ca). Preference will be given to Kaska members who meet the minimum requirements.

*Thank you to all who apply, however, only those selected for an interview will be contacted.*

Sôgá sínlá'