JOB DESCRIPTION

Position: Kaska 'Talking' Dictionary Administrator
Department: Language
Supervisor: Language Director
Type: Term Contract
Salary: Based on education and experience
Location: Watson Lake, Yukon, or a possibility of remote work
Closing date: Until filled.

Job Description:

Liard First Nation is seeking a skilled and technologically capable person to fulfill the role of Kaska 'Talking' Dictionary Administrator. The Kaska 'Talking' Dictionary is an online tool design to be utilized by Kaska language learners and community members. Familiarity with Tlex Dictionary Program is an asset, but not necessary. You will work closely with our previous Kaska 'Talking' Dictionary Administrator to facilitate a successful handover of the project and to ensure smooth operation of our system going forward. This role involves managing and maintaining an online dictionary platform and working within Tlex-based system.

Responsibilities:

- Content Management: Oversee the creation, editing, and organization of dictionary entries. This includes adding new words, definitions, and examples, as well as reviewing and updating existing content. Collaborate with the LFN Language Department staff and linguists to ensure accuracy and completeness of dictionary entries.
- Technical Maintenance: Technical aspects of the online dictionary, including server maintenance, software updates, and backups. This may also involve troubleshooting technical issues, such as broken links or formatting problems.
- Data Management: Manage the dictionary's internal structure, organizing and categorizing entries, creating cross-references, and implementing advanced search capabilities. Handle data import and export tasks, ensuring compatibility with various formats.
- Collaboration: Collaborate with LFN Language Department staff and linguists to gather information and ensure the accuracy and relevance of the dictionary's content. This can involve coordinating review processes and addressing feedback.
- User Support: Providing support to users is essential. Respond to inquiries, address user concerns or suggestions, and assist with any technical issues that users encounter while using the online dictionary.

Requirements:

- Some experience with system administration preferred.
- Willing and able to learn through online tutorials and some basic training provided by our previous Kaska 'Talking' Dictionary Administrator.
- Familiarity with TLex dictionary software and an interest in language are assets.
- Strong organizational skills, attention to detail, and excellent written and oral communication abilities.
- Once trained, the ability to work independently.
- Other relevant training or experience will be considered.

Working Conditions:

This position is a part-time contract position that can be done in-person in Watson Lake or remotely from anywhere within Canada.

To Apply:

Please submit a resume to the LFN Executive Office or email resume@liardfirstnation.ca

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