



## **JOB DESCRIPTION**

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**Position:** Language Manager

**Department:** Executive Council Office

**Supervisor:** Executive Director

**Location:** Watson Lake, Yukon

**Type:** Full-time (35 hrs); Permanent

**Salary:** 80,000- 95,000 CAD

**Additional Information:** Benefits after 3 months, Relocation Assistance may be provided based on approvals

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### **Job Summary**

As the leader in the language team, the Language Manager will oversee Liard First Nation's language program by managing and analyzing programming and funding proposals. Reporting directly to the Executive Director, the Language Manager will ensure financial governance, compliance, and efficiency while providing comprehensive updates to senior management. This role will guide program management, support long-term strategies, and ensure the organization remains compliant with all funders.

### **Key Responsibilities:**

- Plan, direct, and coordinate all language program operations.
- Train language workers in language focused interviewing and transcribing.
- Deliver training in Kaska literacy to enable community members to use the Kasak writing system
- Work with and mentor each member of the team to develop skills in planning and project management.
- Establish and chair a language committee that consists of Kaska language learners and language keepers.
- Ensure that technology is utilized to enhance the preservation of language materials.
- Use technology to find new ways to teach language.
- Work with Elders on recording Kaska language materials.
- Develop a secure system for archiving recorded materials.
- Ensure that language classes are made available to the community.
- Assist and/or oversee the preparation of teaching materials as required to aid in the teaching of language.
- Achieve budgeting goals through strategic scheduling, analysis, and corrective actions.
- Stay knowledgeable of changes in Federal and Provincial legislation and implement necessary adjustments.



- Enforce internal controls to safeguard company assets and maintain compliance with policies and procedures.
- Provide leadership to the language team, fostering an environment of trust and productivity.
- Hire, train, and retain skilled staff.
- Other duties as assigned.

### **Education and Experience:**

- Proficiency in Microsoft Office, especially Excel and experience with Xero beneficial.
- Strong knowledge of accounting principles and experience in developing and implementing financial systems, processes, and procedures.
- Highly organized, with a keen attention to detail and strong critical thinking skills.
- Ability to work effectively under pressure and meet deadlines.
- Excellent communication skills, both verbal and written, and ability to interact with all levels of the organization.
- Strong problem-solving, organizational, and interpersonal skills.
- Ability to thrive in a fast-paced, demanding environment with a results-oriented mindset.
- Independent, flexible, and resourceful.
- Formal training in language preservation, revitalization, or documentation is an asset.
- Extensive experience working with Indigenous language programs, preferably in language revitalization or education.
- Experience in planning, directing, and coordinating language-related projects or programs.
- Experience training and mentoring staff, particularly in language documentation, interviewing, and transcription.
- A degree or diploma in Linguistics, Indigenous Languages, Education, or a related field is preferred.
- Proficiency in utilizing technology for language preservation, teaching, and archiving materials.
- Experience working with Elders and community members in language learning and cultural preservation.
- Budget management experience, including scheduling, financial planning, and resource allocation.
- Knowledge of federal and provincial regulations related to language programs and Indigenous education.
- Strong leadership and team management skills, with experience in hiring, training, and retaining staff.

### **Knowledge & Skills:**

Demonstrated excellent interpersonal, relationship-building skills are required, as well as strong verbal and written communications. Ability to work competently with senior levels of First Nations, Provincial/Territorial and Federal governments to effectively support and advance First Nation interests. Ability to work pleasantly and professionally with a wide range of people of



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different ages and cultures, in potentially volatile and emotionally charged situations. Ability to work respectfully with others in a cross-cultural environment. Knowledge of Liard First Nation history, culture, traditional territory, and demographics. Tact, intuition and diplomacy, strong work ethics and good judgment and ability to work well in a team environment. Strong supervisory management skills.

**Decision Making:**

This position is responsible to the Executive Director and the elders committee. The incumbent works with the Elders Committee and their team and takes initiative within established policies, procedures, objectives, and priorities. Decision-making is required for the day-to-day operation of Liard First Nation language Programs, for improving procedures where none exist, setting work priorities, ensuring financial accountability, and making changes to operational procedures as required. Decision-making is also required in long-term planning, communicating with colleagues, and determining which recommendations are to be forwarded to Chief and Council.

**Impact/Accountability**

This position is accountable for compliance with legislation, directing strategic planning, establishing and meeting department goals and work plans, ensuring expenditures adhere to the terms and conditions of funding agreements and do not exceed budget and revenues, and enforcing standard operational policies and procedures.

**Working Conditions**

This position is required to work and live in a small, rural community in the Yukon Territory. Occasional travel in and out of the Yukon Territory is required as well as responding to critical incidents outside of work hours. Some overtime and weekend work may be required. The position mediates, de-escalates, resolves, intervenes, and provides solutions through face-to-face contact and meetings.

**How to Apply:**

Interested applicants should submit their cover letter and resume to:

**Email:** [jobs@liardfirstnation.ca](mailto:jobs@liardfirstnation.ca)

Only candidates selected for interviews will be contacted.

Application Deadline: Until Filled