

## JOB POSTING

### Language Documentation Specialist

**Reports to:** Language Director

**Job Duration:** One year term position. One full-time position or Two part-time positions available.

**Summary:**

The position of a *Language Documentation Specialist* includes working directly with fluent Tāltān speakers to document all aspects of the language through the collection of stories, songs, prayers, and other critical language components deemed essential for preservation and reclamation purposes. The position specifically entails planning, coordinating, and conducting interviews with Tahltan Elders and knowledge keepers, and then processing all documented language.

Successful individuals must have a strong desire to preserve Tāltān and work in the area of language reclamation. They also need to have a strong background knowledge of Tāltān culture, language, and protocols. The ideal individuals will have strong connections to the communities within the Territory and a good rapport with the Nation's Elders. The ideal candidate should be proficient in the Tāltān orthography and comfortable with transcription duties or have the ability to work closely with those who are. If a successful candidate isn't proficient in the orthography, it is a condition of employment that the candidate be actively engaged in learning how to transcribe.

**Responsibilities:**

- Arrange and conduct interviews with fluent Tahltan Elders and Knowledge Keepers using current and innovative technology and documentation techniques;
- Follow Tahltan cultural protocols throughout all steps of the documentation process;

- Process and transcribe (when appropriate) all collected language and then channel everything through proper next steps as part of multi-faceted documentation approaches to reclamation;
- Record and transcribe any cultural teachings learned during documentation sessions; and,
- Track, record, and submit Elder hours for payment remittance.

This role will necessitate a high degree of personal accountability to accomplish the responsibilities associated with this position. Hours of work may require an element of flexibility around the Elder's and Knowledge Keeper's schedules to accomplish tasks.

**Qualifications and Requirements:**

- Have established relations and a good rapport with the Nation's Elders.
- Well versed in language documentation best practices and techniques.
- An ability to process and documented language using various documentation programs and platforms.
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- A strong foundation of cultural knowledge of the Tahltan Nation.
- Preference will be given to those who are fluent or proficient in Tāltān and literate in the orthography. If the candidate isn't fluent or literate, it is condition of employment that the candidate be actively engaged in learning the language to develop written and oral competencies.
- Related experience in language documentation will be considered an asset.

**Personal Skills and Attributes:**

- Compassionate, empathetic, and great communication skills
- Time management
- Computer skills
- Self-motivated, able to work independently and as part of a team
- Accountability and dependability
- Aptitude for receiving feedback to improve skills or processes

**Remuneration and Work Hours:**

Full-time position: 35 hours per week

Part-time position: 20 hours per week

**Recommended Salary Range:** Salary will be commensurate with qualifications and experience.

**Work location:** The position will require a high degree of travelling between and within the Tahltan Nation's communities. At times, travel may be required outside of the Territory.

**How to apply:** Please contact the Language Director to express your interest in the position: [languagedirector@Tahltan.org](mailto:languagedirector@Tahltan.org)

**Deadline for Application:** The job posting will remain open until filled.

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).