

## JOB POSTING

### Culture & Heritage Coordinator

**Reports to:** Culture and Heritage Department Director

**Job Duration:** Full-time

**Summary:** The Tahltan Central Government (TCG) is seeking a highly motivated and organized Culture & Heritage Coordinator to support the TCG Culture & Heritage Department in their work and to collaborate on the Tahltan Stewardship Initiative (TSI).

Through the TSI, we are becoming further empowered to take care of our territory now and for future generations by conserving wildlife, managing economic development, protecting our environment, relationships with the land, and culturally significant areas, and asserting jurisdiction over our Territory by furthering our role in and refining shared decision-making processes.

The TCG is building internal capacity to support our stewardship goals and visions. The Culture & Heritage Coordinator will provide mid-level support to the Culture & Heritage Director to ensure the effective and efficient administration and coordination of all facets of Culture & Heritage management for Tahltan territory.

#### Responsibilities:

- Directing phone calls, emails, and correspondence, scheduling/appointment-making, dictation, meeting attendance, minute taking, and other daily routines.
- Becoming familiar with and maintaining TCG and Culture & Heritage Department office systems, ensuring compliance with internal policies and

procedures, and addressing any external requirements that may apply (information management, filing systems, inventories, scheduling, communications, etc.).

- Supporting financial administration; entering purchase orders, ensuring accurate GL (general ledger) and project coding for revenue and expenses, facilitating approvals, budget tracking, some project management/support, etc.
- Assisting with preparation of monthly and annual reporting as required – data entry/collection, drafting/editing, etc.
- Organizing and coordinating Culture & Heritage Department meetings and events (information sessions, community engagement, etc.) with other relevant departments.
- Supporting coordination between the Cultural Liaisons team with the Culture & Heritage Department Director.
- Organizing schedules and budgets for each community, team meetings, and relevant training for the team.
- Collaborating and liaising with other departments, Band Offices, and external agencies/organizations to align, develop, and implement procedures and processes to improve communications, transparency, efficiency, and business practices.
- Assisting (as required) with the coordination and implementation of contracts relevant to projects or work.
- Scheduling and coordinating field work (e.g., On the Land Elder Interviews).
- Assisting with technical reporting.

- Attending and participating in relevant training provided.
- Maintaining a positive and professional image of TCG and the Culture & Heritage Department, providing quality service, and ensuring all transactions are positive and/or professional.
- Becoming knowledgeable about all aspects of resource management and activities relating to Tahltan Territory.
- Other duties as requested.

### **Qualifications and Requirements:**

- Five (5) years experience in an office administration or coordination capacity.
- Knowledge of and experience in Tahltan cultural protocols & practice.
- A basic understanding of Tahltan language or a willingness to learn.
- Moderate to advanced computer skills, adept at Microsoft Office and familiarity with Microsoft Teams, Zoom and Sync software, with ability to learn new applications as required.
- Experience with facilitation, drafting agendas, and scheduling meetings.
- Must possess good interpersonal and communication skills - oral and written.
- Field and remote location experience an asset.
- Technical writing an asset.

### **Personal Skills & Attributes:**

- Self-motivated, dependable, and able to work independently with minimal supervision.
- Strong communication skills.
- Shows leadership initiative and is a team player.

- Detail-oriented and able to accurately process and prioritize information.
- Ability to maintain positive, professional working relationships with staff, community, and the general public.
- Personable, approachable, diplomatic, and objective.
- Flexible and coachable with eagerness to learn.
- Respectful, culturally aware, and sensitive.

### **Remuneration and Work Hours:**

- 35 hours per week. Some travel may be required
- \$50,000.00 to \$60,000 salary range dependent on candidate experience

**Work location:** It is preferred that the position be based in Tahltan Territory; however, applicants in the Lower Mainland are encouraged to apply.

**How to apply:** Please email your resume and cover letter stating, 'why you are the perfect candidate,' in PDF file format to [hr@tahtlan.org](mailto:hr@tahtlan.org) with the subject "**Culture & Heritage Coordinator Application, Attention Culture & Heritage Director**"

*Tahltans are encouraged to apply via OnTrack*

Any Questions? Contact **Sandra Marion** at [culturedirector@tahtlan.org](mailto:culturedirector@tahtlan.org)

**Deadline for Application: July 12, 2022**

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