



Title: Language Administrator and Lead Technician for First Voices
Location: T'szil Learning Centre
Status: Temporary Full-Time
Reporting to: Lil'wat7ul Culture Centre Manager
Wage/Salary: Dependent on Experience
Closing Date: September 14th, 2020
Position End Date: July 31st, 2021

Summary:

The Lil'wat Cultural Centre is seeking someone to assist with administering Language and recordings to the First Voices portal. The employee will report to the project manager and the Lil'wat Cultural Centre. We are looking for someone who is passionate about the Lil'wat culture and language and willing to work with the linguists to help revive and preserve Language and Culture. If you have a talent in drawing or, art we would love to utilize this skill so you can create art and illustrations for some of the content, including stories, legends, etc.

Key Deliverables:

- Maintain regular and prompt attendance at the Lil'wat Cultural Centre.
- Be at work ready for your shift, on time (10 mins before your shift begins)
- Work with Linguists to collect new words and recordings for the First Voices Portal
- Proper handling of equipment following new COVID-19 protocols
- Upload relevant photos or create illustrations for content including stories, songs, etc.
- Manage the Archive: verify existing content on portal and clean system of duplicates and mistakes
- Assist in community sharing events (whether online or in person)
- Support with other deliverables as required

Key Qualifications and Attributes:

- High school diploma or equivalent
- Someone who is passionate about the Ucwalmícwts Language
- Be able to work from home and have an internet connection
- Must have social insurance number (SIN)
- Attention to detail
- Strong computer literacy, including word processing, Windows environment and database systems
- Professional integrity and the ability to maintain confidentiality is essential
- Demonstrates eagerness to learn
- Valid BC Driver's License would be a desired asset.
- Ability to work independently without supervision at times.
- Successful Criminal Record Check (Vulnerable Sector)

Please submit a cover letter and your resume no later than **4:30 p.m. on September 16th, 2020** to:

Fiona Milton, Lil'wat7ul Culture Centre Administrative Assistant – fiona.milton@lilwat.ca

Ts'zil Learning Centre, P.O. Box 232, Mount Currie, B.C. V0N 2K0

Fax: 604-894-2302

We thank you for your interest; however, only those candidates selected for an interview will be contacted