



Ta'an Kwäch'än Council

A **Position Title:** Language and Community Coordinator
Department: Heritage
Supervisor: Heritage Manager
Date: October 2025
Status: Full-time

B **Context Statement:**

As an order of Government in Canada, the Ta'an Kwäch'än Council (TKC) has authority and responsibility to provide quality programs and services for its Citizens, and to manage its resources for the benefit of future generations, in accordance with the Ta'an Kwäch'än Final Agreement, the Self-Government Agreement, and the Ta'an Kwäch'än Constitution.

C **Job Summary:**

Reporting to the Heritage Manager, the position incorporates Southern Tutchone culture and language through programming and promoting cultural opportunities. This position will also liaise and consult with community members regarding future programming and language initiatives.

D **Main Duties:**

- Facilitate talking, teaching and healing circles, with a priority to services and supports for Southern Tutchone children, youth and families.
- Provides language classes and cultural instruction for all ages.
- Acquire, maintain and care for Southern Tutchone education tools/resources e.g. language resources, history books, art, and traditional and sacred items.
- Develop Southern Tutchone culture and language curricula.
- Mentor colleagues and consultants as needed on culture project work and in a supportive facilitator/liaison role with elders, youth, guest facilitators/programmers, and other critical support persons on cultural projects for children, youth, and families.
- Deliver traditional practices, example medicines and traditional food education, e.g. health benefits, teachings, harvesting, care for and use, storage, growing/picking.
- Participates as part of the Development team in strengthening the presence of Southern Tutchone language and culture in preschool and school programming and activities for children.
- Does research and provides recommendations on the preservation of, practice of, and preservation of Southern Tutchone culture and language.

- Connect with elders and/or traditional resource people to conduct ceremonies as appropriate to TKC culture and customs for traditional parenting, on the land experiential, and other cultural orientation and instruction to children, youth, and elders.
- Coordinate language based culture/social nights.
- Work with the Cultural Programs Coordinator to coordinate land-based activities, e.g. fishing, hunting, gathering (plant teas, berries, mushrooms), trapping etc.
- Organized Elders gatherings on particular subjects, example traditional harvesting methods Dan'Ke (traditional Southern Tutchone values/world view)
- Promotion with children, youth, and families of all Southern Tutchone arts and cultural expression, carving, painting, dancing, and drumming including the documentation and practice of traditional songs and the stories they represent particularly relevant and for use by children, youth, and families and supporting groups such as the dance Group.
- Actively does proposal writing and seeks additional funding to assist with the positions programming.
- Other related duties as identified.

E Impact/Accountability:

The decisions made by the Language and Community Coordinator have the potential to impact on the social wellness and pride of TKC and its Citizens. The position plays a critical role in the preservation of TKC's traditional language values, culture, and heritage.

F Decision Making:

The incumbent is expected to work independently in meeting work priorities and commitments. The Heritage Manager provides direction and operational guidance for this position through planning, approved budgets, policies, and procedures.

G Key Personal Contacts and Nature of Contacts:

Who	Why
Heritage Manager	Obtain direction, goalsetting, and reporting
Heritage staff	For collaboration, goalsetting, and planning
Heritage Committee	For guidance and mentoring
Elders and Knowledge Keepers	For guidance and mentoring
TKC Citizens	As program participants and students
External Contractors as applicable	To obtain services, cultural, language, facilitation
Other TKC Employees	To gather and share information

H Positions to Supervise:

Activity assistants, example cultural facilitators, cooks, language mentors.

I Working Conditions:

- Variable schedule including evenings, weekends, and holiday seasons.
- Work setting includes the office, on the land, workshop, classrooms, and performing spaces

- Interacting daily with elders, youth, children, families, and other community members to facilitate mentoring, programming, and to create engagement.

J Job Knowledge & Skills:

- Strong knowledge and awareness of Southern Tutchone and Indigenous culture and history, with a knowledge also of the impacts of trauma and how culture can help develop confidence, pride in Identity, and healing.
- Role model traditional Southern Tutchone values.
- Knowledge of Southern Tutchone culture and language.
- Proven ability to work with children, youth, and families
- Excellent interpersonal, communication, and presentation skills.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Proficiency in MS Office Suite

K Education and/or Experience:

- Demonstrated and described traditional learning in Southern Tutchone arts and culture, carving, dance, language. Postsecondary courses in education that would support a traditional cultural knowledge are desired.
- Demonstrated ability to speak the Southern Tutchone language and teach newcomers to the language.
- Class 5 driver's license
- Satisfactory Criminal Record and Vulnerable Sector Check
- First Aid (has or is working towards)

L Position Approval:

I approve this job description as being representative of the work required and that the responsibilities identified have been delegated.

Executive Director

Date

I have read and agree with this job description.

Incumbent

Date