

Gila i'ax̱ala ḵa'e Nawalakw! | Come work with Nawalakw!

JOB DESCRIPTION

LANGUAGE PROGRAM ADMINISTRATIVE ASSISTANT



nawalakw

Language Program Administrative Assistant

Terms: Full-time | effective January 13, 2025; 1-year term with a three-month probationary period, with the possibility of extension.

Compensation: \$45,000 to \$49,000 based on experience and qualifications, incl. extended health care & pension.

Location: Alert Bay, Hada (Bond Sound), a mix of office and fieldwork

Reports To: Language Program Supervisor (LPS)

About Nawalakw

Nawalakw runs land-based Bakw̱am̱kala / Kwakw̱ala language and Kwakw̱aḵ'wakw culture revitalization programs geared towards holistic healing. Central to this effort is the Language Apprentice program, which pairs learners with fluent Bakw̱am̱kala / Kwakw̱ala speakers for immersive mentorship. In addition to this, we offer multiple modes of language learning opportunities, including university programs that work towards language proficiency and teaching credentials. These initiatives empower participants to deepen their knowledge and share it by teaching Bakw̱am̱kala / Kwakw̱ala to others within our camp and throughout Kwakw̱aḵ'wakw communities. Our culture camp, hi'm̱anis ḵaḵuṯa'atsi (a place of forever learning), located on the shores of the Hada River and accessible only by boat or seaplane, aims to become the first place on earth where Bakw̱am̱kala / Kwakw̱ala is spoken immersively again. This camp sparks a revival of language and cultural revitalization throughout Kwakw̱aḵ'wakw territories, promoting a future where Bakw̱am̱kala / Kwakw̱ala flourishes. For more information, visit www.nawalakw.com.

Job Summary

Reporting to the Language Program Supervisor (LPS), the Language Program Administrative Assistant provides key administrative support for our language program management team, including the Language Program Manager (LPM) and the Language Projects Coordinator (LPC), collectively the language program management team. The Language Program Administrative Assistant will contribute to the Kwakw̱aḵ'wakw language learning community and the revitalization of Bakw̱am̱kala by efficiently managing camp bookings, coordinating schedules, supporting data entry, handling logistics, and facilitating communication with various departments. The ideal candidate will be detail-oriented, organized, and skilled in office administration, with experience supporting program operations within a non-profit or educational setting.

Responsibilities

Language Camp Intake for hi'm̱anis ḵaḵuṯa'atsi:

- Assist in building and maintaining relationships with participant organizations.
- Manage camp bookings and coordinate the completion of intake forms.
- Oversee data entry of participant information, ensuring accuracy.

- Support camp preparation and logistics, including transportation coordination with the transportation scheduler.
- Assist in distributing participant information to necessary departments.
- Provide administrative support for evaluating language camps with staff and participant organizations.

Data Management:

- Enter and manage program data accurately and efficiently, including participant information and language recordings.
- Collaborate with the language and administrative teams to support data management, including organizing a language content management system and maintaining file naming conventions.
- Assist in implementing data management plans and preservation strategies.

Scheduling:

- Coordinate and manage language team schedules, community language classes, elder sessions, and workshops.
- Organize the Language House schedule in coordination with the administration team.

Elder Coordination:

- Build relationships with Elders and coordinate booking Elder participants for camps and language house activities.
- Support the language team in preparing for Elder participation in all activities, including managing logistics of any special requests and preparing for any specific individual needs.
- Support Elders and apprentices in the timely submission of honourarium requests.

Program Support:

- Support the language program management team in monitoring timelines for program deliverables, tracking expenses, and communicating with the finance team.
- Track project deliverables and spending timelines with the language program management team.
- Assist the language team with purchases, expense claims, and language team budgets.
- Create agendas, take notes during meetings, and provide administrative support for reporting.
- Coordinate logistics for language coaches and team workshops.

General Administrative Support:

- Handle general office tasks, such as filing, document preparation, form completion, and email correspondence.
- Assist with day-off requests, overtime tracking, and lieu time management.

Knowledge, Skills, and Experience:

- Background in Business or Office Administration or Project Management preferred
- Experience in managing budgets aspects of programs.
- Experience in managing project timelines and deliverables and program evaluation.
- Ability to prioritize and manage multiple deliverables and deadlines.

Professional Conduct:

- Foster professionalism and dedication to the vision of Nawalakw.
- Embody the spirit of Maya'xalapa, Łaxwalapa, Gəlgapota, Ga'walapa.
- Exemplify respect for oneself and others, both inside and outside the workplace.

- Avoid improper conduct, including illegal, fraudulent, dishonest, or unethical behaviour.
- Be proactive, self-disciplined, collaborative, and open to learning and feedback in the role and in learning Bakwámkala / Kwákwala

Expectations, Compensation, Benefits, and Schedule:

- Complete a clear Criminal Record Check and Vulnerable Sector Search.
- Abstain from alcohol and non-medical drug use while representing Nawalakw.
- Attend scheduled work events, training, and meetings punctually.
- Submit vacation requests quarterly, with timely submissions for medical/personal leave.
- Seek out and participate in training sessions related to team building, language learning, and administration.
- Utilize available health and wellness resources.
- 37.5 hours per week, including regular meetings with the Nawalakw team and the Language Team, self-directed work and learning.
- Extended health benefits and matching pension programs are available after 90 days of employment.
- Starting salary range: \$45,000 to 49,000 per year plus mandatory and optional benefits and less deductions

How to Apply

Before the deadline, email your cover letter and resume to Pewi Alfred and Gloria Hunt at people@nawalakw.com with the following subject line: Language Program Admin Assistant, please include your bakwámxtle' (traditional name). In your cover letter, please include what interests you about this position and explain why your skills, abilities, and experiences make you the best candidate for this position.