

Vuntut Gwitchin Government

- A. **Identification:** Heritage Language Coordinator
- Department:** Natural Resources, Heritage Branch
- Supervisor:** Heritage Manager
- Date:** September 2012 – September 2013
- Status:** Full-time, one year term
- Level:** 7
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- B. **Job Summary:** Reporting to the Heritage Manager and working closely with the Heritage Branch staff, VG Heritage Committee and Gwich'in Technical Working Group, this position is responsible for conducting tasks to document the Gwich'in language and to increase fluency and literacy among young Gwich'in speakers. This is a one year term position.

- C. **Main Duties**

Conducts language documentation by:

- Literal translation from Gwich'in into English and English into Gwich'in
- Transcription from Archdeacon Macdonald orthography to Modern Gwich'in orthography
- Digital recording of Gwich'in vocabulary for use in digital teaching aids
- Recording conjugation of Gwich'in verbs
- Coordinating editing of Gwich'in documentation
- Working with other fluent speakers to document and translate Gwich'in language

Increases Gwich'in fluency and literacy among children in Old Crow by:

- Working with VG Heritage Committee
- Conducting and coordinating classes and activities for children, both within and outside the school, including both school and pre-school aged children
- Coordinating and participating in language activities on the land
- Coordinating training for language instructors
- Coordinating additional fluent resource people for language activities
- Communicating with parents and caregivers of children in fluency activities
- Developing language instruction materials
- Testing and evaluating language instruction materials and making changes
- Liaising and sharing information with other groups conducting language revitalization activities regionally, nationally and internationally.

D. Job Knowledge and Skills:

Education:

- Certificate or diploma in native studies or equivalency
- Fluent and literate (Ability to write, read and speak) in Gwich'in and English
- Vuntut Gwitchin cultural and language experience
- Knowledge of Vuntut Gwitchin heritage and cultural values

Management skills

- Ability to be a team player
- Ability to problem solve
- Ability to assume responsibility and meet deadlines
- Time management and organizational skills

Specific Skills:

- Ability to use Microsoft Office programs and FileMaker Pro and Quicktime
- Ability to transcribe and translate Gwich'in into English and vice versa
- Ability to work with children

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community residents, Vuntut Gwitchin citizens, outside agencies, and partners.

E. Decision Making:

This position is directly responsible to the Heritage Manager. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, and carrying out projects and determining when to refer decisions and/or recommendations to the supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from supervisor. The protection, preservation and promotion of Gwich'in is important to the Vuntut Gwitchin Government and the citizens.

G. Key Personal Contacts

Who	Purpose	Frequency
Supervisor	Planning; discussing tasks; receiving direction; information exchange.	Daily
Vuntut Gwitchin Citizens	Sharing information; research	As required
VGFN Heritage Committee	Planning; information exchange; direction	Weekly/As required
Gwich'in Children	Language activities	Daily/As required or scheduled

H. Positions supervised: 0

I. Working Conditions:

This position is generally located in a normal office environment with activities and meetings in other locations in the community. Some overnight, multi day activities may be conducted on the land (outside the community) with travel by ATV, boat, snowmobile, helicopter or small aircraft.

Spiritual:

- Being sensitive to traditional beliefs and practices

Physical:

- Approximately 60% of time using the computer
- Travel approx: possibly 1/yr related to training or information sharing
- Language activities may be conducted out on the land in a camp setting over a number of days
- Remote living conditions in extreme temperatures and light changes.
- Working occasionally in outdoor, rugged environment

Mental:

- Regular need to meet deadlines
- Program and service delivery affected at times by conditions due to remote, rugged environment.

Emotional:

- Working with citizens who can become emotional when recalling Vuntut Gwitchin history and past friends and family members. Working with a language that is on the verge of becoming obsolete can cause tension in the community and stress for language workers.

J. Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work in varying weather conditions
- Willingness to work flex hours to meet seasonal needs
- Willingness to attend language instructor training as identified, in the community or outside

SIGNATURES Supervisor:

<p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p>Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
<p>_____ Supervisor</p>	<p>_____ Incumbent</p>
<p>_____ Date</p>	<p>_____ Date</p>