



Citxw Nlaka'pamux Assembly

JOB POSTING

n̓eʔkepmxcín Resource Support

JOB TITLE:	n̓eʔkepmxcín Resource Support
DEPARTMENT:	n̓eʔkepmxcín Department
REPORTS TO:	n̓eʔkepmxcín Program Manager
TERM:	Full-time, permanent position
START DATE:	As soon as a suitable candidate is found

Citxw Nlaka'pamux Assembly (CNA) was created in 2013 as a powerful and unifying voice for eight Nlaka'pamux Bands regarding the Teck Highland Valley Copper Mine. It is governed by a Board of Directors appointed by the eight Participating Bands. Headquartered in Merritt, BC with a workforce of over 30, CNA provides training and job readiness along with cultural, social, and technical programming to the over 2780 members of the eight Participating Bands.

Primary Duties

- Create different printed, and digital resources,
- Liaise with language keepers and elders to record knowledge,
- Catalog resources for ease of access,
- Create shared community database for the access of community members,
- Data labeling (identify and label the purpose of the resource),
- Data classification (label/file naming of data for ease of access and categorization),
- Reviewing of resources, assist in inconsistency tracking,
- Assist with special projects as required,
- Support the language champions of the CNA communities, and
- Other ad hoc duties as required by the n̓eʔkepmxcín Program Manager.

Knowledge, Skills and Abilities

- Must be passionate and dedicated to the enhancement, perpetuation and revitalization of the n̓eʔkepmxcín Language,
- Ability to handle confidential information with professionalism and discretion,
- Be adaptable to various competing demands and demonstrate the highest level of competency and confidentiality,
- Proficient in Microsoft Office,
- Editing experience or interest in learning,
- Ability to navigate with ease, all virtual meeting software,
- Ability to make decisions with precision and integrity using effective communication skills and with the intention of building and maintaining trusting relationships, and change management,

Continued on page 2.

Knowledge, Skills and Abilities Continued

- Exceptional written and verbal communication skills with experience in minute-taking,
- Must be organized and possess administrative skills,
- Knowledge of nłe?kepmx cultural values, and willingness to learn nłe?kepmx protocols, beginner nłe?kepmxcín,
- Familiar with, or willing to learn the First Voices nłe?kepmxcín Keyboard, and
- Recognizes and respects cultural diversity.

Experience and Requirements

- Experience in nłe?kepmxcín Language or a degree in a related field considered an asset,
- Willingness to work in office environment as well as travel within the territory on a regular basis,
- Comfortable being in front of a camera and on social media,
- Must be willing to continually upgrade knowledge, skills and abilities, and
- A current valid BC Drivers License and reliable transportation is preferred.

We will provide training and professional development to support the right candidate. We believe in growth and curiosity. If you have some of these qualities and believe you would be of value to our organization, then we want to hear from you!



Please submit your cover letter and resume to:

Citwx Nlaka'pamux Assembly

Email: HR@cna-trust.ca

In Person: 2025 Granite Ave, Merritt BC

The Citwx Nlaka'pamux Assembly is an equal-opportunity employer. We encourage applicants from diverse backgrounds and are committed to building a respectful and inclusive workplace that reflects the community we serve. This position is open to all candidates who meet the qualifications. A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified nłe?kepmx candidates.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citwx Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.