



*Citxw Nlaka'pamux Assembly*

# **JOB POSTING**

## **Language Transcriber**

**JOB TITLE: Language Transcriber (4 Positions Available)**

REPORTS TO: n̄eʔkepmxc̄in Program Manager

TERMS: Full time - One Year Contract

START DATE: As soon as suitable candidate is found

### **Position Purpose**

This position is responsible for transcribing, researching and translating n̄eʔkepmxc̄in documented resource material and inputting the information into the CNA Database and providing assistance in locating, organizing, monitoring, interpreting, analyzing, in support of further advancing the CNA's language revitalization efforts. As well, the Transcriber/Researcher must have the passion and commitment to participate in a n̄eʔkepmxc̄in language working group to ensure the perpetuation, promotion and revitalization of n̄eʔkepmxc̄in through various projects, programs and marketing of the language.

### **Job Responsibilities**

Researching, locating, organizing, monitoring, interpreting, analysing, transcribing and translating n̄eʔkepmxc̄in printed material, audio-visual, film, electronic and digital media assets and inputting the information into the CNA database.

- Transcribe, describe, translate, maintain, and preserve n̄eʔkepmxc̄in archival print, audio-visual, film, electronic and digital media assets according to archival policies, CNA objectives, and based on user needs.
- Listen to recorded dictations in n̄eʔkepmxc̄in to interpret and transcribe them into long-form text
- Review drafts of written transcriptions and liaison with supervisor to ensure accuracy with final documents
- Operate effectively, skillfully and efficiently
- Data labeling (identify and label the purpose of what you transcribe)
- Data classification (label/file naming of data for ease of access and categorization)
- Conduct research to enhance content descriptors, captured as meta-data in the archives, for particularly rare and/or high-profile content, this includes a reference to the source
- Contribute to on-going initiative to broaden access to archival material through the creation of finding aids and digitization based on archival policies and procedures as well as user needs
- Support and ensure adherence to CNA standards to achieve high level of journalistic credibility and safeguard against bias, prejudice, or conflict of interest
- Assist with special projects as required
- Support the language champions of the CNA communities
- Develop a strong working knowledge of all CNA language revitalization initiatives

## **Job Responsibilities Continued**

- Work with the language groups to increase the number of nłę?kepmxcín language learners and fluent speaker of all ages
- Participate in inter-community communication by identifying language champions and building rapport with local elders, fluent speakers, traditional knowledge holders, and cultural experts
- Promotion of nłę?kepmxcín to non-indigenous groups, communities, organizations to create awareness and possible language advocates
- Assist with gathering information for proposals that focus on the enhancement and revival of nłę?kepmxcín, history and culture
- Responsible for providing written and verbal reports
- Perform all duties and responsibilities in accordance with the CNA policies, standards, and procedures, and as directed by the nłę?kepmxcín Department Manager
- Make recommendations to the nłę?kepmxcín Dpartment Manager on how to utilize funds for language revitalization
- Work closely with and collaborate with elders as required
- Maintain confidentiality on all matters relating to the affairs of the CNA
- Other related duties as required
- Must be familiar with Office suites, and have typing/computer proficiency

## **Knowledge, Skills and Abilities**

- Skills and Abilities
- Must be passionate and dedicated to the enhancement, perpetuation and revitalization of the nłę?kepmxcín Language
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed
- Current involvement in the Nlaka'pamux Nation.

## **Education and Experience**

- Experience in nłę?kepmxcín Language or a degree in related field considered an asset
- Must be willing to continually upgrade knowledge, skills and abilities
- Must have a current valid BC Drivers License and reliable transportation



**Please submit your cover letter and resume to:**

Citwx Nlaka'pamux Assembly

Email: [HR@cna-trust.ca](mailto:HR@cna-trust.ca)

In Person: 2187-A Coutlee Ave, Merritt BC

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews 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.