



Job Description: Director of Heritage, Language and Culture

Reporting to the Operations Manager, the Director will be responsible for the vision and direction of the department ensuring it is in line with the Ulkatcho Strategic Plan and focused on the cultural identity of the nation, including protection of ancestral territories, land, environment and language. This individual must be courageous spirit with the willingness to adapt and change through the growth and development of the department and program.

As the Director of Heritage, Language and Culture you will:

- Lead all aspects of creation and maintenance of the UFN Heritage, Language and Culture Department
- Responsible for writing archaeological and research proposals and scoping potential projects on behalf of UFN to generate funding and new business/revenues
- Liaise and maintain relationships with consultants, federal and provincial governments, private sector and business entities to protect the interest of UFN' s Cultural Heritage, Language and Culture Program in alignment with UFN Policies
- Collaborate with Indigenous Government and Organizations to ensure Indigenous values, interests and knowledge are included in work planning, execution, reporting and referrals
- Timely review and approval of federal and provincial permit applications and reporting
- Communicate internally to ensure timely and proactive communication of key program issues within the nation
- Develop and maintain the program schedule and manage resources to support nationwide planning
- Create, implement, and report on the program budget ensuring optimization of funding dollars, in accordance with grant regulations and the Education Act and Regulations
- Provide effective leadership, guidance and support to program staff and consultants
- Maintain an understanding of applicable UFN regulations, guidelines, and associated heritage practices and policies in Canada.
- Responsible for initiation and delivery of archaeological and cultural heritage projects, including archaeology/cultural heritage research, and archaeological/cultural heritage components of environmental assessments
- Other duties as required

Qualifications

- Undergraduate degree in Archaeology or Anthropology required, Masters Degree considered an asset
- Five to seven (5-7) years' experience managing and executing heritage programs with a minimum of three (3) years of heritage program experience coordinating or managing large/complex projects
- Experience developing strategic direction for a department, establishing goals, actions, measurements and assigning staff accountability
- Proven ability to work independently, while establishing and maintaining effective working relationships while using integrated case management techniques and the ability to prioritize accordingly
- Project Management Certification is considered an asset
- Demonstrated knowledge of BC archaeology, cultural heritage and the Heritage Conservation Act
- Knowledge and understanding of the culture and history of Interior BC First Nations and experience in community development initiatives
- Knowledge and understanding of Aboriginal Rights and Titles
- Knowledge and experience related to the budget processes, with the ability to develop and manage a department budget
- Demonstrated skills with project management and scheduling software (e.g., Microsoft Project) and ability to maintain and use computer databases including Excel, Word and presentation systems



- Excellent written and oral communication skills, strong interpersonal and relationship management skills, and a high level of situational awareness
- Demonstrated success in leadership with the ability to identify common goals and work with a diverse team to move those goals forward
- Valid BC drivers license and clean drivers abstract
- Successful completion of a Criminal Record Check

Application Deadline: Open until filled

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Director of Heritage, Language and Culture**” in the subject line. Or drop off at the reception counter at the band office.

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check