



Syilx Language House

Westbank B.C. www.thelanguagehouse.ca

FUNDING MANAGER/COMMUNICATIONS

Syilx Language House is a dynamic non profit dedicated to creating fluent Nsyilxcn speakers and nurturing children and staff to fluency. We are looking for a motivated and adventurous team member who would like to join our dynamic and energetic team and help us develop our Syilx First Nation language immersion school. We have been a non profit for five years and are growing our team. The manager will become a fluent Nsyilxcn speaker within four years in this position. Currently the school runs as a language immersion nest with the oldest children being 4. The manager will report to the daycare manager and the executive director, and will become fluent within our in house fluency program. The candidate will assist the executive director in managing the funding grants, funding reporting, fundraising, and communications. The candidate will receive 2 hours a day of fluency training within their work day. We are looking for a long term commitment. Preference to First Nations applicants, although all are encouraged to apply.

REQUIREMENTS

- In possession of a Bachelors Degree;
- Experience in communications and multiple platforms
- Experience in fundraising, managing grants
- Experience with non profits
- Adventurous, versatile and a nature lover (to participate with our outdoor school and staff development days);
- Able to live or commute to Westbank BC (West Kelowna)
- Sensitive to First Nations culture and educational issues;
- Dedicated language learner (no experience necessary, just a willingness to learn)
- Energetic, innovative and willing to contribute to a team effort.

DUTIES / RESPONSIBILITIES

- Assists in startup activities, such as setting up systems
- Creating and implementing a communications strategy
- Periodically creating written and photo materials for promotion and reports as needed
- Works within the philosophy of Syilx Language House
- Dedicated language learner (no experience necessary, just a willingness to learn)
- Each day participates in adult fluency training and maintains 80% average in lessons
- Manages each of the funding grants, including budgeting, reporting
- Fundraising and applying for new grants
- Meets each week with E.D. and with bookkeeper
- Other duties as assigned by Daycare Manager and Executive Director
- Is a team player willing to pitch-in

SALARY AND BENEFITS

- Competitive salary

- As we are a tiny non profit there will be no benefit package at this time, however we are providing fluency in language, a wonderful team that will be your new family, and we have monthly professional development days that include paddleboarding and cross country skiing

WORKING CONDITIONS

- Satisfactory criminal record check (every 5 years)
- Smoke- and scent-free environment
- Harassment- and violence-free environment
- Bending, kneeling, packing, running, walking, squatting, sitting, crawling

Term: f/t permanent, 9 to 5 Monday to Friday (we will consider this position as a contractor)

Compensation: TBD

We would like to thank all applicants for their interest in this position. However, only those selected for interviews will be contacted. This position is open until filled.

Competition Closes:

We will be reviewing resumes until August 20. Open until filled – position to start asap

THANK YOU for your interest in this position. However, only those selected for interviews will be contacted.

Please forward your cover letter and resume via e-mail to:

S7ímla?x^w Michele Johnson, Executive Director
michelekjohnson@gmail.com