



Strategic Advisor, Language & Culture

Permanent, Full-Time (37.5 hours/week)

Competition #: 2025-18

Location: Based out of the Yaqit ʔa·knuqʔiʔit Administration Office.

Position Summary:

Yaqit ʔa·knuqʔiʔit First Nation (Tobacco Plains Band) is a rural First Nation located near Grasmere, BC, in one of the most beautiful and natural parts of British Columbia. Yaqit ʔa·knuqʔiʔit (YQT) is seeking a Strategic Advisor, Language & Culture to lead programs dedicated to preserving and promoting the continuity of ʔakanuxuník cultural practices, the Ktunaxa language, and the development and protection of both new and historical cultural documents.

The Strategic Advisor, Language & Culture, will guide the program's vision and activities, working to ensure that ʔakanuxuník culture and language thrive for future generations. The Advisor will collaborate with external stakeholders to ensure that ʔakanuxuník culture is not negatively impacted by development, and that all activities throughout Yaqit ʔa·knuqʔiʔit First Nation and across ʔakanuxuník ʔamakʔis remain sensitive to ʔakanuxuník history, culture, and language.

This position ensures that all Yaqit ʔa·knuqʔiʔit departments are grounded in ʔakanuxuník values, protocols, and identity, helping to build a strong foundation of cultural integrity across the Nation. The Strategic Advisor also plays a key role in supporting good governance by embedding cultural knowledge and language into governance practices, documents, and leadership communications. This includes working with Council and departments to maintain cultural alignment in governance priorities, decision-making, and community engagement.

Cultural Safety:

Our organization is committed to serving the ʔakanuxuník people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by promoting a respectful, inclusive, and culturally grounded environment for language and cultural learning, supporting and uplifting traditional knowledge, Elder guidance, and community teachings, creating welcoming spaces that foster intergenerational learning, storytelling, and cultural safety, ensuring all activities reflect community values, protocols, and vision for cultural resurgence and supporting governance processes by integrating cultural knowledge into Nation decision-making and communication.

Responsibilities:

- Establish relationships with existing Yaqit ʔa·knuqʔiʔit First Nation departments that handle tasks and activities related to ʔakanuxuník culture, protocols, traditions, heritage, and Ktunaxa Language.
- Integrate these practices to reinforce a living culture that is embedded in the workplace and the community's daily interactions.
- Provide leadership in the development, delivery, and evaluation of language and culture programs.
- Support the strategic planning process for the department by establishing short-term and long-term goals and priorities and developing one-year and five-year work plans and budgets to achieve these goals.
- Identifying and pursuing appropriate funding opportunities.
- Draft guiding policies and procedures, as necessary, for approval by the Chief and Council.
- Develop and maintain processes and strategies to enhance ʔakanuxuník member involvement and capacity building for the long-term execution of the department's mandate.
- Represent the department at Yaqit ʔa·knuqʔiʔit First Nation events, band meetings, AGMs, and external stakeholder meetings where culture and language is a necessity.

- Mentor staff and youth by fostering knowledge sharing, confidence building, and community leadership.
- Support intergenerational learning models.
- Oversee the creation and delivery of Ktunaxa language curriculum.
- Coordinate and mentor staff and contractors engaged in cultural and language instruction.
- Facilitate cultural awareness workshops and culture camps in collaboration with multiple YQT departments, Elders, and Knowledge Holders.
- Provide culturally informed input to governance-related initiatives, such as community engagement, Council communications, and policy development.
- Assist in developing and reviewing community facing and internal documents to ensure alignment with cultural protocols and language values.
- Promote the use and visibility of the Ktunaxa language throughout all of Yaq̓it ʔa-knuq̓i'it First Nation organizational programs, services, and administration.
- Track and report on program outcomes, budgets, and community impact.
- Ensure alignment of all activities with the strategic vision of the Nation and direction from community leadership.
- Perform other duties, as assigned.

Qualifications:

Required Education and Experience:

- Post-secondary education in Indigenous Language Revitalization, Education, Indigenous Studies, or a related field preferred.
- Fluency or advanced proficiency in Ktunaxa is a strong asset; commitment to language learning required.
- Experience managing language or cultural programs in Indigenous contexts.
- Experience mentoring staff or learners and developing intergenerational learning spaces.
- Proficiency in digital tools and educational technologies related to language instruction is an asset.
- Valid Class 5 Driver's License.
- Criminal Record Check (will be completed upon hiring).

Required Knowledge, Skills, and Abilities:

- Deep knowledge of Ktunaxa language, culture, and traditional practices.
- Strong coordination, leadership, mentorship, and community engagement skills.
- Experience developing culturally relevant curriculum and learning tools.
- Skilled in respectful engagement with Elders, youth, and cross-generational learners in a mentor-based learning environment.
- Strong written and verbal communication skills, including governance-related communication
- Ability to manage multiple programs and priorities.
- Grant writing and budget management and oversight skills.
- Commitment to community-led and culturally safe approaches.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

Hourly Rate: \$48.36 – \$58.97 per hour, commensurate with experience and qualifications

Comprehensive Benefits Package, including:

- Medical, Dental, Disability, and Life Insurance coverage.
- Standard benefits as a Federally Regulated Employer.
- Paid vacation, sick leave, and statutory holidays.
- Opportunities for professional development and training.
- Supportive and respectful work environment rooted in Yaq̓it ʔa-knuq̓i'it values.

Application Process:

Please send your resume and cover letter by **November 5th, 2025, at 12:30pm (MST)** to:

Email: hr@tobaccoplains.org

or mail to: Human Resources, Yaq̓it ʔa-knuq̓i'it First Nation, PO Box 76, Grasmere BC V0B 1R0



Job Description

POSITION TITLE:	Strategic Advisor, Language & Culture
LOCATION:	Yaqit ʔa-knuqʔiʔit First Nation (Tobacco Plains Indian Band), Grasmere, BC
DEPARTMENT:	Administration
CLASSIFICATION:	Staff – Advisor/Specialist
REPORTS TO:	CAO

JOB SUMMARY:

The primary responsibilities of the Strategic Advisor, Language & Culture, include leading the program with a focus on preserving and promoting the continuity of the ʔakanuxuník cultural practices, the Ktunaxa language, and the development and preservation of both new and historical documents. The Strategic Advisor will also work with external stakeholders to ensure that ʔakanuxuník culture is not negatively impacted by development in the area, and that all activities throughout Yaqit ʔa-knuqʔiʔit First Nation and throughout ʔakanuxuník ʔamakʔis are sensitive to ʔakanuxuník history, culture and language.

This position will ensure that all Yaqit ʔa-knuqʔiʔit First Nation departments are grounded in the ʔakanuxuník values, protocols and existence to ensure all foundations are strong in cultural integrity. The position also plays a key role in supporting good governance by helping to embed cultural knowledge and language into governance practices, documents, and leadership communications. This includes supporting Council and Yaqit ʔa-knuqʔiʔit departments in ensuring cultural alignment with governance priorities, decision-making processes, and community engagement.

CULTURAL SAFETY:

All positions at Yaqit ʔa-knuqʔiʔit First Nation must serve the ʔakanuxuník' people in a manner that respects, enhances, and promotes the cultural identity and well-being of both the individual and the staff. This position is responsible for:

- Promoting a respectful, inclusive, and culturally grounded environment for language and cultural learning.
- Supporting and uplifting traditional knowledge, Elder guidance, and community teachings.
- Creating welcoming spaces that foster intergenerational learning, storytelling, and cultural safety.
- Ensuring all activities reflect community values, protocols, and vision for cultural resurgence.
- Supporting governance processes by integrating cultural knowledge into Nation decision-making and communication.

KEY RESPONSIBILITIES:

- Establish relationships with existing Yaqit ʔa-knuqʔiʔit First Nation departments that handle tasks and activities related to ʔakanuxuník culture, protocols, traditions, heritage, and Ktunaxa Language.
- Integrate these practices to reinforce a living culture that is embedded in the workplace and the community's daily interactions.
- Provide leadership in the development, delivery, and evaluation of language and culture programs.
- Support the strategic planning process for the department by establishing short-term and long-term goals and priorities, and developing one-year and five-year work plans and budgets to achieve these goals.
- Identifying and pursuing appropriate funding opportunities.
- Draft guiding policies and procedures, as necessary, for approval by the Chief and Council.

- Develop and maintain processes and strategies to enhance ʔakanuxunik' member involvement and capacity building for the long-term execution of the department's mandate.
- Represent the department at Yaq'it ʔa-knuq'it First Nation events, band meetings, AGMs, and external stakeholder meetings where culture and language is a necessity.
- Mentor staff and youth by fostering knowledge sharing, confidence building, and community leadership.
- Support intergenerational learning models.
- Oversee the creation and delivery of Ktunaxa language curriculum.
- Coordinate and mentor staff and contractors engaged in cultural and language instruction.
- Facilitate cultural awareness workshops and culture camps in collaboration with multiple YQT departments, Elders, and Knowledge Holders.
- Provide culturally informed input to governance-related initiatives, such as community engagement, Council communications, and policy development.
- Assist in developing and reviewing community facing and internal documents to ensure alignment with cultural protocols and language values.
- Promote the use and visibility of the Ktunaxa language throughout all of Yaq'it ʔa-knuq'it First Nation organizational programs, services, and administration.
- Track and report on program outcomes, budgets, and community impact.
- Ensure alignment of all activities with the strategic vision of the Nation and direction from community leadership.
- Perform other duties, as assigned.

KEY COMPETENCIES:

- Deep knowledge of Ktunaxa language, culture, and traditional practices.
- Strong coordination, leadership, mentorship, and community engagement skills.
- Experience developing culturally relevant curriculum and learning tools.
- Skilled in respectful engagement with Elders, youth, and cross-generational learners in a mentor-based learning environment.
- Strong written and verbal communication skills, including governance-related communication
- Ability to manage multiple programs and priorities.
- Grant writing and budget management and oversight skills.
- Commitment to community-led and culturally safe approaches.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

QUALIFICATIONS:

- Post-secondary education in Indigenous Language Revitalization, Education, Indigenous Studies, or a related field preferred.
- Fluency or advanced proficiency in Ktunaxa is a strong asset; commitment to language learning required.
- Experience managing language or cultural programs in Indigenous contexts.
- Experience mentoring staff or learners and developing intergenerational learning spaces.
- Proficiency in digital tools and educational technologies related to language instruction is an asset.
- Valid Class 5 Driver's License.
- Criminal Record Check (will be completed upon hiring).

WORKING CONDITIONS/ JOB ENVIRONMENT:

- Physical Demands – Combination of sedentary office work and occasional physical activity (e.g., setting up events, camps, or cultural activities). May involve travel to local schools or program locations.
- Environment – Office, community settings, outdoor cultural activities, and occasional travel to partner institutions or events.

- Mental Effort – Requires cultural sensitivity, multitasking, mentorship, and emotional intelligence to support intergenerational learning and culturally aligned governance work.
- Position Type/Expected Hours of Work – Full-time, Monday to Friday. Flexibility required for occasional evening or weekend work to support meetings, community events, etc.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not an exhaustive list of all responsibilities and activities required for the position.