



Haitzaqvja Revitalization 67 Waglisla Street Bella Bella BC V0T 1Z0

DEPARTMENT: Haitzaqvja Revitalization

POSITION/TITLE: Haitzaqvja Educational Assistant

JOB SUMMARY

The Haitzaqvja Educational Assistant will work under the direction of the H̄mbaqas - Q̄q̄aūlamas (Instructor) Rory Housty and Q̄q̄aūlamas (Educator) Nevada Collins

Description/Responsibilities of Position

- Must have a Certificate and /or Diploma in Indigenous Language Proficiency
- Proficiency with Educational tools: Microsoft Office (word, excel, PowerPoint, outlook etc.), Google Drive, Photos and Doc, CANVA
- Ability to utilize Haitzaqv orthography keyboard
- Will review time sheet for Zoom sessions and in class sessions
- Review Haitzaqvja Adult Immersion Year Plan of courses
- Assist with Implementation of Haitzaqvja Adult Immersion Year Plan
- Utilize Haitzaqvja curriculum resources that are available
- Ability to communicate with co-workers
- Collaborate as a team to develop, daily and monthly plans
- Collaborate as a team in the delivery of Haitzaqvja Curriculum
- Collaborate as a team in the delivery of Haitzaqvja immersion
- Assist with Haitzaqvja Immersion activities daily
- Provide Haitzaqvja resources for extracurricular or study
- Work with fluent speakers in the Haitzaqvja Adult Immersion
- Create a user friendly Haitzaqvja Theme Based Resource Binder with new curriculum
- Share out new language resources with all Language Stakeholders in the community through Google Drive
- Share weekly content (phrase of the week etc.) through Social Media
- Any other duties required for the success of the program
- Report to and all communication through HRL Program Manager
- Sign a Code of Ethics as per HTC Policy • Must have a Criminal Record Check

REQUIRED QUALIFICATIONS

- Acceptable RCMP Criminal Record check
- Grade 12, Haitzaqvja & Post-Secondary Education an asset

KNOWLEDGE AND SKILLS:

- Certificate and /or Diploma in Indigenous Language Proficiency
- Technical support

Term of Position:

Start date is Sept. 3, 2024

Closing date for applications – August 26, 2024 @ 4pm

Interviews: August 27, 2024

Email your application and resume or drop off to: Kristin Peers Kristin.peers@heiltsuk.ca