

## Employment Opportunity Tłjchq Jmbè Program

Tłjchq Government invites all suitable qualified candidates, Tłjchq citizens residing in **Behchokò, Whatì, Gamètì,** and **Wekweètì** to apply for the **Internship Jmbè Program Manager** position.

Tłjchq Government is committed to attracting and recruiting the best possible candidates for available positions. The principles of fairness, qualifications and Tłjchq citizenship guide the hiring of Tłjchq Government employees.

<b>POSITION TITLE:</b>	Internship Jmbè Program Manager
<b>DEPARTMENT:</b>	Culture and Lands Protection
<b>LOCATION:</b>	All Tłjchq Communities
<b>STATUS:</b>	Internship Jmbè Program Manager; March 1 <sup>st</sup> – August 27, 2021
<b>CLOSING DATE:</b>	<b>February 12, 2021; 5:00 pm</b>

### OUTLINE OF POSITION:

The Tłjchq Jmbè Program is designed to support students, with an opportunity to connect with their language and culture during the summer. The Internship Program Manager, will oversee all aspects of program planning, development, promotion, implementation and evaluation of the program including Program Staff's technical, interpersonal training and skill development, offer support to the Program Staff, travel to each community, support and evaluate each community's program, work closely with Community Directors, ensure elders and teaching materials are available, create and stick to schedules and budgets, and make recommendations for improvement in future years. This is an internship level position with significant duties and responsibilities.

### SKILLS & KNOWLEDGE REQUIRED:

- Minimum High School diploma
- Experience planning and managing events and/or programs
  - Including logistics, scheduling, budgeting, and reporting
- Experience leading small groups, working with Tłjchq community members particularly Elders
- Knowledge of group dynamics, goals setting, team building and risk management
- Strong organizational, administrative and communication skills
- Enjoy working outdoors, spending time on the land and on the water
- Self-motivated and able to work independently
- Able to manage people, set goals and support staff to meet expectations
- Be able to follow disciplinary policies as necessary
- Demonstrate good judgment including safety planning and policy
- Being bilingual in English and Tłjchq Yatı is an asset
- Previous experience in the Jmbè Program is an asset
- Valid Class 5 driver's license is a strong asset
- Must provide satisfactory Vulnerable Sector Check

**To apply, contact/email cover letter & resume to Career development officer in your community;**

**Behchokò** CDO; Phoebe Wetrade: [phoebewetrade@tlichq.com](mailto:phoebewetrade@tlichq.com)

**Gamètì** CDO; Jenny Mantla: [jennymantla@tlichq.com](mailto:jennymantla@tlichq.com)

**Wekweètì** CDO; Pamela Lamouelle: [pamelalamouelle@tlichq.com](mailto:pamelalamouelle@tlichq.com)

**Whatì** CDO; Shannon Dryneck: [shannondryneck@tlichq.com](mailto:shannondryneck@tlichq.com)

**For more information or questions, email;**

Program Development Officer: Paul Cressman: [paulcressman@tlichq.com](mailto:paulcressman@tlichq.com)

**For a copy of the Job Description, email; [hr@tlichq.com](mailto:hr@tlichq.com)**