

1. IDENTIFICATION

Job Title	Supervisor's Positions	
Project Lead, Language Reclamation Project	WFL Education Director & Saddle Lake Education Superintendent	
Department	Communities	Location
Education	SLCN/WFL	TBD

2. PURPOSE

The Project Lead of Language Reclamation will play a central role in the WFLFN and SLCNs efforts to provide high quality services to the people of their respective communities, as required by the Saddle Lake Official Languages Declaration. The position will meet reporting and accountability requirements of the Four Pillars Society in terms of the *Four Pillars Agreement*. He or she will provide an essential liaison between initiatives carried out under the *Four Pillars Agreement* and activities within the WFLFN and SLCN to promote nehiyawewin and nehiyawewin. The incumbent will also receive oversight from the nehiyawewin speakers' who represent the nehiyawewin Leadership Council (nLC) for the design and delivery of the language programs, ultimately ensuring the efficiency of expenditures in this area.

The position is recognized as a supervisory role and is expected to manage/supervise and assess performance of subordinate staff.

3. RESPONSIBILITIES

1. Supporting the delivery of high quality nehiyawewin services in relation to all SLCN/WFLFN departments.
2. Co-ordinating and monitoring the implementation of, policies and guidelines that impact the delivery of services in nehiyawewin by all departments.
3. Working with the SLCN and WFL allied directors/managers to ensure an equal approach to the delivery of services in the official language.
4. Conducting comprehensive research into language issues facing nehiyawewin speakers and appropriate responses to revitalize and reclaim nehiyawewin.
5. Negotiating, liaising and partnering with program officials with regard to funding programs and services intended to promote nehiyawewin.
6. Advising senior First Nation officials on issues related to the development of official language policies, and programs and agreements as they impact nehiyawewin speakers.
7. Overseeing the process of adjudicating applications for additional nehiyawewin funding under the Grants and Contributions Programs.
8. Overseeing the administration of the nehiyawewin component of the Four Pillars Society Agreement for the Reclamation of nehiyawewin.
9. Developing promotional campaigns aimed at increasing public awareness of programs in nehiyawewin.
10. Co-ordinating the language promotion activities, including nehiyawewin Language Week, and any merits or prizes to be awarded to promote fluency.
11. Participating in with the working group on language policy and programs related to nehiyawewin.

12. Carrying out other related duties as assigned by the Education Director/Superintendent.

Supervisory Administration:

13. Reporting directly to the Project Lead, Language Reclamation is one (1) Language Resource Developer/Administrative Assistant and two programming staff.

4. KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have the following qualifications:

- Post-secondary education;
- Excellent research skills;
- A thorough knowledge of Project Management and the current programs and services of SLCN and WFLFN;
- Excellent communication skills to be able to work effectively with the public, tribal government and officials and the media;
- A high level of proficiency in spoken nehiyawewin and English;
- A very high level of proficiency in written nehiyawewin, with strong writing skills in English;
- The ability to write in nehiyawewin using the SRO and Syllabic writing systems;
- A thorough knowledge of the language issues facing nehiyawewin speakers;
- The ability to plan and facilitate workshops;
- The ability to work toward consensus with individuals and organizations on controversial issues;
- Must have a valid driver's license, Criminal Record check, and CWIS or IRC
- The ability to type and operate a computer;
- A commitment to continually enhancing his/her knowledge and skills with regard to language.

5. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

Capability to work in between two First Nations' needs, capacities and knowledges. Always prepared to negotiate or mediate between two First Nations. Promote collaboration between two First Nations.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

Long periods using a computer. Travel between two communities.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

JOB DESCRIPTION

At times, tight deadlines are imposed that can be stressful.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

None identified other than regular duties.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

Deadlines can be tight therefore the incumbent may find it to be stressful.

Salary: Based on qualifications

Posted: August 1, 2026

Submit applications include 3 reference letters, criminal record check and Child Intervention check to:
Colleen Dion, colleen.dion@saddlelake.ca

Start Date: As soon as a suitable applicant is identified.