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www.shuswapband.net

Manager – Culture and Language

Apply by: June 10, 2026

Job Type: Full Time

Hourly Wage: \$38.47-\$44.38

Location: In Office

Schedule: Monday-Friday from 9am-4pm

Department: Heritage and Culture

Reporting to: Director of Heritage and Culture

Start Date: Immediately

Job Description:

Shuswap Band is seeking a Culture and Language Manager responsible for, overseeing cultural programs, fostering community engagement, and ensuring the integration of traditional knowledge and practices into organizational initiatives. A key focus of this role is working with community to promote cultural awareness, identity and leadership. This position requires a deep understanding of Indigenous customs, languages, and protocols, as well as strong leadership communication skills

Responsibilities:

- Develop and implement cultural programs that align with community values and traditions.
- Collaborate with Elders, Knowledge Holders, and community members to ensure cultural authenticity.
- Develop a calendar that guilds harvesting of traditional medicines and purchase supplies to store medicines.
- Organize workshops and ceremonies that promote Secwépemc heritage and language.
- Advocate for cultural preservation within Shuswap Band and Secwépemc Nation.
- Provide guidance on cultural protocols and best practices for staff and stakeholders.
- Support language revitalization efforts and traditional arts initiatives.
- Develop and lead youth-focused programs to foster cultural pride and identity
- Explore future opportunities that will enhance Culture and Language within community.
- Facilitate intergenerational learning opportunities between Elders and youth.
- Support youth in understanding and practicing traditional ways through hands-on experiences.
- Work with Language Coordinator to secure past, present and future language and Culture resources

Qualifications:

- Strong Knowledge of First Nations traditions, language and cultural practices, preferably Secwepemc
- Experience in program development, community engagement, or cultural education.
- Excellent communication skills.
- Ability to perform duties outside regular business hours, including periodic weekend work.
- Ability to work collaboratively with diverse stakeholders.
- Knowledge of funding sources and grant writing is an asset.
- The ability to facilitate, engage, and present at technical, leadership and community events.
- Willingness and ability to travel.
- Proven ability to work in a team setting. Self-driven with minimal supervision.
- Strong aptitude for verbal and written communication.
- Detailed oriented and efficient.
- Strong Leadership and ability to prioritize workflow within timeline.
- Relevant education or equivalent experience in Indigenous studies, cultural management, youth engagement, or a related field.
- Experience working with First Nations Communities and organizations.
- Experience working with youth in mentorship, education, or cultural programming.
- Understanding of Indigenous governance structure and protocols.
- Strong computer literacy, including understanding of Microsoft Office: Word, Excel, Outlook, Power Point, Online meetings and Access Database.
- Strives to live a healthy and clean lifestyle.
- Able to provide a clear Vulnerable Sector Check.
- Possess a Drivers License with clean drivers abstract.

Shuswap Band offers a wide variety of perks including:

- 2 weeks paid holiday over Christmas in addition to annual vacation
- Employer matched pension plan after 3 months
- Extensive health and benefits package
- Dynamic work environment

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on “Aboriginal Employment Preference.”

Please email your application to hr@shuswapband.ca with the subject line “Manager - Culture and Language – Application” by the closing date above to apply.

