

<b>JOB TITLE</b>	Senior Manager, Culture, Heritage and Language
<b>MINISTRY/DEPARTMENT</b>	Ministry of Culture, Heritage and Language
<b>REPORTS TO</b>	Executive Director
<b>JOB FAMILY</b>	Leadership
<b>CLASSIFICATION LEVEL</b>	Level 3
<b>DATE CLASSIFIED</b>	April 2026

## POSITION SUMMARY

The Senior Manager of Culture, Heritage and Language manages a dynamic and multifaceted portfolio and leads strategic culture and language revitalization initiatives both internally within MNBC, and externally for MNBC citizens and the general public. With subject matter expertise in Métis culture and history and senior program development and management experience, the Senior Manager works with the Ministry’s Executive Director to plan and develop programming, and oversees the implementation of Culture, Heritage and Language initiatives, resources and programs at Métis Nation BC. The Senior Manager’s financial management practices ensure the Ministry is in compliance with its funding agreements and that funding is optimized to promote the Ministry’s mandate and goals. The position also focuses on capacity development for the Ministry, which includes relationship building with Federal and Provincial governments and other funders. The Senior Manager develops and maintains collaborative and supportive relationships with other Ministries and departments across MNBC, Métis Chartered Communities and other Métis governments.

This position directly supports MNBC Strategic Goal #2 – “Promote Cultural Revitalization and Cultural Wellness.” This position plays an integral role in overseeing culture and language revitalization initiatives, program and resources for MNBC employees, citizens and Chartered Communities.

## LOCATION

- Provincial Head Office – Surrey, BC.

## DUTIES & RESPONSIBILITIES

### General

- Provides guidance and leadership over the day-to-day operations of the Ministry’s Language and Cultural Integration and Resources (CIR) portfolios by ensuring that necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards and goals are met.
- Works collaboratively across MNBC Ministries to support the accurate and consistent transmission of Métis culture and history, as well as Michif use; enhancing cultural knowledge across MNBC.
- Builds financial capacity for Ministry programs and initiatives by seeking and securing funding through grants, government agreements and other revenue generating activities.
- Provides leadership and innovative solutions that advance the successful, efficient, and effective delivery of MNBC’s cultural revitalization programs and initiatives.
- Supports in the development, implementation, monitoring and evaluation of the Ministry’s operational plan as it relates to the Language and CIR portfolios, as well as the MNBC’s 10 Year Michif Language Revitalization Plan.
- Develops and maintains positive relationships with Métis artists, knowledge carriers and Michif speakers to

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support the sharing and transmission of Métis cultural knowledge and practices.

- Supports in planning and designing programs to support cultural revitalization for Métis citizens and Métis Chartered Communities.
- Oversees and contributes to the development of educational resources, develops effective strategies for marketing and dissemination.
- Builds, strengthens and maintains respectful relationships with government stakeholders, contractors, committees and other key partners to coordinate the provision of programs and services, influence where appropriate, foster partnerships, collaborate, and exchange information.
- Formulates program policies and procedures.
- Plans and implements program activities and special events.
- Liaises with Chartered Communities and represents the Ministry at external events.
- Contributes content to the creation of communication materials, such as media releases, and responses to funders.
- Ensures program and funding records and statistics are maintained, and reporting requirements are met.
- Maintains related records and statistics and produces reports as required.
- Support the Executive Director in tasks associated with the Amelia Douglas Institute and Point Ellice House.

### **Administration and Finance**

- Manages the financial integrity and accountability of the Ministry's Language and CIR portfolios, monitors expenditures within existing budgets and guidelines, conducts financial reporting, and provides budget recommendations.
- Regularly keeps the Executive Director of Culture, Heritage and Language apprised of all pertinent issues and information, influences decision making and provides input for the preparation of annual program plans and briefing materials.
- Supervises the Ministry's Language and CIR team employees as well as contracted parties who perform services for MNBC, including but not limited to assigning work, coaching, providing feedback on performance, and conducting performance evaluations.
- Supports Ministry employees when conducting program work in community, as required.
- Provides guidance over the resolution of complex, escalated matters, issues and concerns.
- Participates in the recruitment and selection of Ministry staff by screening applicants, participating in interview panels, and making hiring decisions and recommendations and related duties.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC and the Ministry.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

### **Direct Reports**

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Manager, Cultural Integration & Resources and Language Specialists x 2

## QUALIFICATIONS

- Bachelor's degree in Education, Indigenous Studies, Public Administration, Management or a related field from a recognized, post-secondary institution.
- Minimum six (6) years of progressive experience in a senior program development and management role, with demonstrated ability to oversee a complex and multi project portfolio.
- Minimum three (3) years experience providing supervision and leadership to others.
- Strong knowledge of Métis culture, history and Michif languages.
- Demonstrated ability to manage and directly supervise staff and contractors, and building high-functioning, resilient and adaptable teams.
- A combination of relevant education, training, and experience will be considered.
- Experience working with Indigenous people, governments and communities is an asset.
- Experience in resource and curriculum development is an asset.
- Knowledge of Indigenous language revitalization best practices is an asset.
- Experience managing large program budgets, including financial planning, projections, budgeting, reporting and grant applications.
- Demonstrated ability to effectively problem solve and utilize relationship-building skills when working with contractors, citizens, and Métis Chartered Communities.
- Experience reviewing and developing policies, procedures.
- Exceptional ability to effectively communicate verbally and in writing, with high attention to detail.
- Proven ability to use critical thinking and decision-making skills that mitigate risk and achieve goals and objectives.
- Exceptional time management with proven ability to prioritize tasks, meet deadlines and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including MS Word, Excel and other database/software required by the role.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

## MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and

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creativity to problem solve and develop new solutions for our people.

- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.