



## IDENTIFICATION

Department	Position Title	
Legislative Assembly	Official Languages/Public Outreach Coordinator	
Position Number	Community	Division/Region
12-16100	Yellowknife	Public Affairs and Communications

## **PURPOSE OF THE POSITION**

The Official Languages/Public Outreach Coordinator specifically supports the planning, coordination, monitoring, and implementation of Interpretation/Translation services offered in the Official Languages to Members of the Legislative Assembly and residents of the NWT.

As part of the Legislative Assembly's Public Affairs and Communications unit, the position also supports the development and implementation of a number of Legislative Assembly outreach programs.

The position serves a broad range of stakeholders, including but not limited to, the Speaker and Members of the Legislative Assembly along with the public and territorial school districts.

## **SCOPE**

Located in Yellowknife and reporting to the Manager of Public Affairs and Communications, the Official Languages/Public Outreach Coordinator ensures that all Official Languages are accessible and available during daily sessional work of the Legislative Assembly and its Members.

The position also contributes public outreach expertise and support in the planning, development, and delivery of numerous outreach programs offered by the Legislative Assembly and the Speaker.

The Legislative Assembly works to serve both its Members and residents of the Northwest Territories; it is crucial these services are managed and made available to stakeholders on an on-going basis. As a result, to prevent any public fall-out, consistent, credible, dependable and

uninterrupted service must be given the highest consideration. The Legislative Assembly has a responsibility to its Members and to residents of the Northwest Territories to ensure that access to interpretation and translation services are available and timely.

## **RESPONSIBILITIES**

### **1. Manage and maintain the Legislative Assembly Interpreter Program.**

- Coordinate with Official Language interpreters and translators to provide interpretation and translation services for the Legislative Assembly, Members, and NWT residents.
- Foster strong relationships between Official Language interpreters and translators and the Legislative Assembly.
- Manage a budget of \$300,000 for interpreter program.

### **2. Coordinate the delivery of Official Language Services for the Legislative Assembly.**

- Coordinate the production of French-language communications products and materials in accordance with the *Official Languages Act*, policy and guidelines.
- Coordinate, oversee, and maintain the Legislative Assembly's French website and social media platforms.
- Maintain all inventory of all products and points of French Language Service delivery.
- Facilitate the provision of Official Language Services to Legislative Assembly clients by maintaining and liaising with a network of Official Language speaking interpreters/translators.
- Coordinate and deliver the orientation and training of staff to meet GNWT Standards for French communications and services and obligations set out in the *Official Languages Act*.
- Support the monitoring and preparation of activity reports (including annual reports) for the delivery of Official Languages of the Legislative Assembly.
- Represent the Legislative Assembly's interests on interdepartmental committees governing the delivery of the Assembly's official language initiatives and activities.
- Research, innovate and recommend new ways to have the Legislature be a leader in recognition of Official Languages.

### **3. Coordinate the delivery of Legislative Assembly and Speakers outreach programs.**

- Coordinate, oversee, and deliver public programming for the Legislative Assembly and Speaker.
- Liaise with territorial schools to organize and coordinate outreach programming.
- Liaise with tour operators to coordinate and communicate information about the Legislative Assembly building and tours.
- Review operational procedures to ensure compliance with the Legislative Assembly Visual Identity Standards and the use of official languages.

### **4. Support ongoing communications and promotions initiatives and functions for the Legislative Assembly.**

- Draft, edit, and produce web posts and promotional materials as required.

- Contribute expertise and advice to ongoing programming planning and scheduling.
- Participate in the planning and execution of communications or outreach events as required.

## **WORKING CONDITIONS**

### **Physical Demands**

During session, the Official Languages/Public Outreach Coordinator is sometimes required to work before and beyond normal office hours to make sure that any interpreting issues encountered are dealt with immediately.

### **Environmental Conditions**

Periods of high-paced activity and tight deadlines, particularly during Session, public outreach programming, and special events.

### **Sensory Demands**

The Official Languages/Public Outreach Coordinator needs to be able to track a number of varied tasks, be able to plan work effectively, and have the capacity to work with frequent interruptions daily.

### **Mental Demands**

This position is subject to high levels of stress related to multi-tasking, dealing with confidential and politically sensitive information and working to tight deadlines on a daily basis.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the *NWT Official Languages Act*, the GNWT Strategic Plan for French Communications and Services and the GNWT Standards for French Language Communications and Services.
- Knowledge of northern interpreting/translation programs and services.
- Knowledge of online technologies, web development programs, desktop publishing and electronic mail and communication programs.
- Ability to build and sustain effective working relationships and work collaboratively with media, stakeholders and colleagues by demonstrating an ethic of support, teamwork and service.
- Ability to organize and present information clearly in plain language.
- Ability to work under pressure and manage projects within tight timeframes and with strict deadlines and shifting priorities.
- Ability to work independently and to work effectively in teams.
- Experience in strategic communications, public relations and media relations.

**Typically, the above qualifications would be attained by:**

A university degree in a specialized communication discipline plus three (3) years' experience working in a communications and public relations environment. Additionally, a certification in French Language translation would be considered an asset.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Indigenous language:** Select language

- Required
- Preferred