

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
Cultural Coordinator

POSITION: Cultural Coordinator

POSTING DATE: November 30/2017

ANTICIPATED START DATE: As Soon As Possible

REPORTS TO: Program Support Manager

HOURS OF WORK: Monday to Thursday from 8:30 a.m. to 4:30 p.m. including an unpaid meal break and Friday from 8:30 a.m. to 1:00 p.m. Additional hours and/or overtime and occasional weekend or evening hours may be required to meet programming and operational needs, per the overtime and additional hours policies.

DUTIES:

The Cultural Coordinator is responsible for providing education and training about cultural practices, teachings, ceremonies and traditions to the MSIFN community, staff and community service providers so they can implement them in their day to day practices. The Cultural Coordinator promotes the Ojibwe culture, cultural awareness and traditions in a positive manner within and outside the Mississaugas of Scugog Island First Nation community. The position networks with other First Nations, cultural agencies and government departments to keep current on cultural issues to ensure proper consultation and effective communication are met.

Research and Capacity Building

- Research culturally related topics in conjunction with programs and services provided
- Prepare an MSIFN booklet/pamphlet and display (history, member contributions), to be used at local community events
- Research, develop and facilitate interpretive cultural and historical video/CD ROM materials
- Provide commentary on a curriculum-based teacher's guide
- Establish Elder's Cultural Events Advisory Committee to provide knowledge concerning general traditional practices
- Establish linkages and referral pathways to community traditional helpers
- Act as a positive ambassador for MSIFN family and community services
- Assist in the development of culturally appropriate curriculum for school children/summer students and staff
- Establish a Social Committee for non-traditional events
- Meet regularly with different departments to recommend and support culturally appropriate initiatives relevant to their areas

Educating/Advising/Facilitating

- Prepare and submit for pre-approval, a monthly work plan identifying culturally related work (including preparation and administrative time required)
- Present information to staff and visitors
- Provide culturally appropriate materials/updates for website and monthly newsletter
- Describe points of interest, supply information on other historical sites in the local area
- Respond to public speaking requests on matters related to culture and history
- Facilitate ceremonial drum openings, smudging or other ceremonies as required
- Opening and closing prayers at meetings
- Instructing staff on aspects of Anishinbek culture, knowledge and understanding
- Network with community services that support those of Aboriginal Ancestry

- Works with program providers, managers, supervisors and Council to infuse a cultural element into all programming and planning
- Assist with school based cross-cultural activities as required or requested
- Plan, coordinate and chair June 21 Committee
- Plan, coordinate and chair pow wow Committee
- Liaise with Scugog Shores Museum and other cultural bodies

Networking/Liaising/Promotion

- Communicate direction from and interests of Chief and Council to committees developing community events (example Community Christmas Dinner)
- Recruit community and staff participation in cultural events
- Participation on committees as requested by Council
- Act as a spiritual resource to community members and staff in consultation with Elders
- Respond to questions and requests from various outside organizations (schools, etc.)
- Coordinate access to Elders and traditional healers to meet the needs of the community
- Develop and maintain a resource list of Elders, cultural knowledge keepers and other cultural resources
- Attend regular case management and staff meetings to provide updates on the status of the program

Planning

- Planning, preparation, promotion and delivery of community socially and culturally related adult, family and child indoor and outdoor program activities to educate and raise awareness and promote events related to the culture and traditions of the Mississauga nation. Cultural events include but are not limited to Drum Socials, Pow-Wows, June 21 celebrations, weekly/monthly cultural nights, regalia workshops, traditional food gatherings, etc.; Non-cultural events include but are not limited to Youth Days, Christmas Parties, Health Workshops and other community events and meetings
- Provide language/cultural program/activity workplans
- Arrange for and promote Ojibwe language to targeted individuals and/or groups
- Organize, implement and at times facilitate cultural workshops, ceremonies, healing circles and spiritual gatherings for families, care givers and staff.

Administration

- Provide reports on field trips, monthly reports, upcoming events
- Maintain culturally relevant files
- Ensure compliance with H&S regulations and safe environment for participants
- Maintain statistics for culturally based programming
- Coordinate events (registration, caterers, décor, volunteers, etc.)
- Special projects, assigned tasks and additional regular duties as required by Managers and Council

Financial Management:

- Prepare annual financial budget and work plan for relative program areas
- Prepare cheque requisitions
- Monitor costs to budget to ensure programs are operating within the approved budget and provide variance reports
- Provide quarterly/annually reports for all program funding sources within the scope of the position as required
- Prepare funding proposals as required

PAY RATE: 29.63/hr. (G1)

MINIMUM QUALIFICATIONS:

- Minimum schooling: Indigenous Studies Diploma
- Secondary School (Grade 12) Diploma with some relevant post-secondary education. Applicants without a diploma must commit to obtaining it through a defined training plan within negotiated timelines as a condition of employment.
- Valid driver's license and \$2M liability insurance
- CPIC acceptable to position upon conditional offer
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics

- Knowledge of legislation governing First Nations
- Knowledge of financial budgeting processes
- Proficient in Microsoft Office (Word, Excel, Power Point, Outlook and Internet)
- Ability to work with youth, adults and seniors
- Experience and proficiency in facilitating meetings, doing presentations and public speaking
- Basic bookkeeping
- Strong verbal and written communication skills
- Strong working relations with community members
- Reference from recognized MSIFN or other Williams Treaty Community Elder required

TO APPLY: Complete application form (mandatory - can be picked up at the First Nation office) or also send resume, including a cover letter, to Barb Kerel (e-mail or fax acceptable).

DEADLINE: **December 13/2017**
(applications will not be accepted after this date and time)

QUESTIONS: Barb Kerel
Phone: 905-985-3337 Ext. 242
Fax: 289-312-4647
bkerel@scugogfirstnation.com

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"