



Wahnapitae First Nation

259 TAIGHWENINI TRAIL
CAPREOL ONTARIO P0M 1H0

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www.wahnapitaefirstnation.com

Job Posting

JOB TITLE: Cultural Coordinator
LOCATION: Wahnapitae First Nation
REPORTS TO: Operations Director
TERM: Full-Time, Permanent

POSITION SUMMARY

Under the direction of the Operations Director, the Cultural Coordinator will coordinate and support all aspects of Ojibway cultural knowledge and ensure that all services are provided in a safe environment to meet the needs of the members of Wahnapitae First Nation.

DUTIES AND RESPONSIBILITIES

- Facilitate talking, teaching, and healing circles, with all services and supports for our Wahnapitae First Nation members.
- Acquire, maintain, and care for education tools/resources e.g., language resources, history books, art, and traditional and sacred items.
- Deliver traditional medicines' education, e.g., teachings, care for and use, storage, medicine bags, growing/picking.
- Deliver traditional food education e.g., teachings on health benefits, harvesting, growing, preparing, and storing.
- Promote language restoration.
- Connect with Elders and/or traditional resource people to conduct ceremonies as appropriate for Wahnapitae First Nation.
- Support the planning of traditional dancing, singing, drumming, community and/or seasonal celebrations/feasts, and traditional and social events.
- Coordinate culture/social nights and community feasts, elder socials and elder/senior appreciation activities, and elder/youth knowledge exchange /mentorship activities
- Provide opportunities for traditional arts & crafting
- Model behavior in a manner that serves as an example of positive cultural values, attitudes, beliefs and actions
- Coordinate connection with elders and/or traditional resources to conduct ceremonies appropriate to the community members, including a facilitation of the recovery of traditional knowledge
- To provides insight and support in the development of protocols and agreements with internal and external stakeholders as directed
- Complete internal day to day administration tasks i.e. time sheets, requisitions, mileage logs, expense reports
- Attend workshops, staff meetings, committee meetings
- Plan, schedule, prepare Cultural Committee meetings

- Record and develop Cultural Committee meeting minutes

SKILLS & ABILITIES

- Strong writing and reporting skills
- Ability to be creative, conceptual thinking and relationship skills
- Strong understanding of policy, program and evaluation processes
- Ability to work outside regular hours of operation for special sessions as may be required
- Ability to maintain a professional public image representing Wahnapiatae First Nation
- Ability to maintain confidentiality
- Ability to work collaboratively with other programming staff and departments
- Ability to record produce minutes.

QUALIFICATIONS

- Post Secondary Education/Native Studies with the understanding of culture and customs is considered a strong asset
- Experience leading teachings, healing circles, traditional-based counselling etc.
- Knowledge of the Ojibway language is considered a strong asset.
- Strong organizational and project management skills
- Excellent communication and interpersonal skills
- Ability to work independently, professionally, friendly, and open-minded
- Valid G Class Driver's License
- Be willing to provide a Criminal Reference Check

WORK CONDITIONS

- Travel required
- Will be required to work indoors and outdoors
- Weekend and evening work may be required

Interested individuals may apply, by email only, quoting the job title within the subject of the email. Please forward your application to:
recruitment@wahnapiataefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.