



Full-time Cultural Resource Coordinator

The Ne-Chee Friendship Centre is looking for a Full-Time Cultural Resource Coordinator. We are an Urban Indigenous organization that is governed by a community-based Board of Directors; program supervision is by the Executive Director with objectives set by program funding.

The Cultural Resource Coordinator's (CRC) key component of Walking Together – Ontario's Long-Term Strategy to End Violence Against Indigenous Women, the CRC program is designed to provide cultural and traditional supports and services for Indigenous children, youth and families.

KEY RESPONSIBILITIES

- Work within the NFC programs and their clients
- Set a programming schedule that is coordinated with NFC programs activities
- Assist with the cultural components of the NFC daily activities; smudging, caring for cultural items as needed
- Develop programs and workshops that share knowledge to individuals that are seeking a positive outlook and more traditional way of life

QUALIFICATIONS:

- Degree or diploma in a related field or equivalent job experience
- Key knowledge and awareness of Indigenous culture and history; with an emphasis of family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach
- Experience in facilitating groups and workshops
- Program planning, development, implementation, data collection and evaluation.
- Knowledge of the Friendship Centre and the various programs provided to the community
- Ability to speak Ojibway, Cree or Oji-Cree is a definite asset
- Excellent communication skills, both verbal & written
- Excellent computer skills (i.e. Microsoft Word, Internet, Excel, etc)
- Valid driver's license & access to a reliable vehicle is required
- Current First Aid /CPR certification or able to be certified
- Vulnerable Persons Check (upon offer of employment)

Benefits:

- Earn up to **9.37 hours of Paid Personal Leave** per month (potentially 15 days annually, based on hiring date)
- Earn up to **9.37 hours of Paid Vacation** time to start (potentially 3 weeks per year, based on hiring date)
- Almost 2 weeks of paid time off during the December break, if completed probationary period
- A comprehensive benefit package including a pension plan with employer match-up of 1.5-3%
- Paid lunch based on actual working hours
- Optional choice to work a flexed schedule that allows for every other Friday off

Salary: \$52,500-\$55,000 annually to start

OPEN UNTIL FILLED

Please submit your **resume** along with a **cover letter** to:

Ne-Chee Friendship Centre

Brianna Boucha, Human Resources Manager

326 Second Street, Kenora, ON P9N 1G5 **hr@nechee.org** Fax: (807)-468-5340

We wish to thank all applicants, however, only those selected for an interview will be acknowledged. Preference will be given to Indigenous applicants. Please self-identify upon applying.