

# FULL-TIME JOB OPPORTUNITY CULTURAL COORDINATOR



**PLACE OF WORK:** KEBAOWEK FIRST NATION BAND ADMINISTRATIVE OFFICE  
**SALARY:** ACCORDING TO KFN SCALES  
**START DATE:** PENDING PROGRAM FUNDING APPROVAL – APRIL 2020 START DATE  
**HOURS:** 35 HOURS/WEEK, ENDING AT NOON ON FRIDAYS

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**OVERALL SUMMARY:** (For more detailed Job Description go to [kebaowek.ca/jobs.html](http://kebaowek.ca/jobs.html))

Under the direction of the Band Office Administration, the Cultural Coordinator acts as the key resource person in the matter of culture and language development for the Algonquin community of Kebaowek First Nation. The Cultural Coordinator will act as main lead in cultural workshops and activities and will provide support to others in their endeavours that promote our Algonquin Culture.

## **REQUIREMENTS (Education and experience):**

- High school diploma or equivalent.
- Experience working with members of the aboriginal communities and providing cultural support, workshops and activities.

## **REQUIRED KNOWLEDGE:**

- Ability to use Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and web-based communications tools for communications and reporting purposes.
- Knowledge and understanding of the Algonquin and First Nations concerns, needs and priorities.
- Knowledge of Kebaowek First Nation culture and community.
- Ability to communicate in the Algonquin language is considered an asset.
- Ability to communicate orally and in writing in English.

## **REQUIRED CONDITIONS:**

- Working on weekends and overtime may be required
- Must not possess any criminal convictions in an area related to the job and must undergo a screening process (Criminal records check).
- Mainly indoors but can be expected to work at outdoor events and on the land.
- Travel in and around our traditional territory (including occasional travel for business requirements)

Interested persons are invited to send their résumé, covering letter and two (2) recent references either by e-mail to [jroy@kebaowek.ca](mailto:jroy@kebaowek.ca), or drop it off at Band Office Front Desk or Land Management Office Front Desk

**Before noon on March 27<sup>th</sup>, 2020.**

***No application received after that time will be considered.***

Phone: 819-627-3309 ext 215 for additional information

***Thank you for your interest in our organization.  
Only those candidates selected for an interview will be contacted.***