



CULTURAL COORDINATOR

GENERAL INFORMATION	
Job Title	Cultural Coordinator
Sector	Administration
Terms	Regular full time
Reports to	Economic Development Officer
JOB SUMMARY	
<p>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, activities and will provide support to others in their endeavours that promote our Algonquin culture.</p>	
RESPONSIBILITIES	KEY DUTIES
Administrative Component	<ul style="list-style-type: none"> ▪ Develops culturally relevant and age appropriate programming; ▪ Coordinates special events and activities aimed at reinforcing the use of the Algonquin language and culture; ▪ Maintains confidentiality and a professional demeanor; ▪ Assists in the compilation and upkeep of administrative files and statistical records; ▪ Develops program guides, pamphlets and promotional material; ▪ Prepares funding reports and proposals for continued funding as per agreements; ▪ Acquires quotations for authorized program expenditures.
Program Coordination and Implementation	<ul style="list-style-type: none"> ▪ Ensures the inclusion of elders and Algonquin speakers in all facets of the program; ▪ Coordinates the delivery of culturally relevant programming; ▪ Develops, reviews and monitors program delivery and carries out appropriate and approved changes; ▪ Acts as a resource for Comprehensive Community Plan committees and working groups; ▪ Secures material and human resources, oversees logistics and acquires approval to implement program delivery.
Communications and Public Relations	<ul style="list-style-type: none"> ▪ Carries out promotion and awareness campaigning of the Algonquin culture; ▪ Communicates with other Algonquin communities on possible shared initiatives; ▪ Undertakes an awareness campaign in cultural and language revival and sustenance.



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ACCOUNTABILITY

Accountable for providing support and assistance for the efficient management and administration of the cultural program.

WORKING RELATIONSHIPS

Interpersonal relationships	<ul style="list-style-type: none"> ▪ Establishes and maintains positive and respectful working relationships with coworkers, clients, community members and partners. ▪ Excellent communication with all staff, parents and families using excellent written and verbal skills. ▪ Strong interpersonal skills and service oriented.
Leadership	<ul style="list-style-type: none"> ▪ Promotes an organizational culture that reflects the organization's values. ▪ Contributes to the development and maintenance of a cooperative and stimulating work environment.
Team Work	<ul style="list-style-type: none"> ▪ Encourages teamwork and facilitates communications amongst employees and between the different sectors of activity.
External communications	<ul style="list-style-type: none"> ▪ Liaises with other institutions, organizations and government as required. ▪ Maintains good relations with elders and members of the community.
Negotiations	<ul style="list-style-type: none"> ▪ Not applicable.
Training	<ul style="list-style-type: none"> ▪ Aids in developing and disseminating clear and precise information to employees and the community where required.

ENVIRONMENTAL FACTORS

Deadlines	<ul style="list-style-type: none"> ▪ Meets work objectives within established time frames. ▪ Manages time effectively. ▪ Ensures reporting requirements are completed within required time frames.
Mental and Physical Effort	<ul style="list-style-type: none"> ▪ Multi-tasking and prioritization of services.
Working Conditions	<ul style="list-style-type: none"> ▪ 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 or on the land.



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	<ul style="list-style-type: none"> Travel in and around our traditional territory (including occasional travel for business requirements)
QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> High school diploma or equivalent. Experience working with members of the aboriginal communities and providing cultural support, workshops and activities.
Skills and Knowledge	<ul style="list-style-type: none"> 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 Nations culture and community. Ability to communicate in the Algonquin language is considered an asset. Ability to communicate orally and in writing in English.

Immediate Supervisor

Date

Employee

Date