

Job Description

POSITION:	Cultural Coordinator
ACCOUNTABILITY:	Cultural Services Manager
CLASSIFICATION:	Contract
DATE APPROVED:	

JOB PURPOSE

Reporting to the Cultural Services Manager, the Cultural Coordinator provides a complete range of administrative, planning and coordination support to the Cultural Department. The Cultural Coordinator will be responsible to coordinate all Cultural Services events internal and external to the Agency.

KEY JOB FUNCTIONS

Cultural Services Support:

Primarily responsible for coordinating, assisting, planning and supporting cultural service events of the Agency.

- Coordinate logistics for all cultural service events such as meeting space, refreshments, advertisement, requests for purchase, purchase orders, cheque requisitions, accommodations and information technology requirements
- Assist with developing and maintaining a resource list of cultural people, resources and Elders
- Assists in preparation of activity summary reporting and evaluations in support of cultural service events
- Maintain a calendar of Cultural Service events, respond to requests for attendance at events
- Establish linkages to community traditional helpers
- Maintain and present a positive and professional image of the Cultural Department at all times

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Coordinate travel accommodations, travel claims and honorariums as required
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Interagency Participation:

Actively participate in internal, external, local and regional committees/groups in support of cultural services to the Agency.

- Assist with the Elders' Council as required
- Assist with collaborating with internal and external agencies to promote Agency services
- Liaise with First Nation communities to promote cultural resources

Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Business Administration or related diploma

Minimum Experience

- Two (2) years' experience in an administration position in a First Nation or Aboriginal social services agency
- Experience coordinating various events and activities

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of external services and service agencies
- Knowledge of best practices in administration processes

Special Skills

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Ability to work with and meet tight timelines in a fast-paced environment
- Ability to demonstrate a high level of initiative
- Ability to work independently with minimal supervision
- Ability to work within a team environment
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

The location of this position is to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Cultural Coordinator will typically be in an office setting. The Cultural Coordinator is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Cultural Coordinator will be required to travel to meetings within the district.

The administration of an office setting and team members can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Cultural Coordinator to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Cultural Services Department, Directors, Managers , Team Supervisors, Administrative Staff and other staff.

External

This position requires interaction with the Ministry of Child and Youth Services, Children's Aid Societies, other First Nation communities, and all service related agencies within the First Nation that respond to child welfare service delivery needs.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date