

Job Description

POSITION:	Cultural Training Coordinator
ACCOUNTABILITY:	Anishinaabe Aadziwin Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	March 26, 2026

JOB PURPOSE

The Cultural Training Coordinator is responsible for to provide cultural training and development within the Agency including development, coordination and delivery of training sessions including but not limited to Pathways and Heart and Spirit. The Cultural Training Coordinator will also provide support to the Anishinaabe Aadziwin department by coordinating all Anishinaabe Aadziwin events internal and external to the Agency. The Cultural Training Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS:

Develop, coordinate and deliver training Sessions:

Design and develop cultural training resources and programs.

- Ensure training sessions are scheduled and implemented;
- Ensure ongoing professional development in personal training expertise and in training delivery methods;
- Coordinate facilitators, training facilities, food, accommodations, travel, resources, participants and other requirements;
- Ensure training sessions are documented with attendance sheets and evaluation forms;
- Review evaluations forms and modify or update training techniques or resources to address areas requiring improvement;
- Collaborate with other agencies in the coordination and delivery of training sessions;
- Deliver training sessions using applicable curriculum and appropriate training methods and processes;
- Research and incorporate current trends, delivery models and best practices into cultural training;
- Develop the structure, content, cost and objectives of new training programs;
- Develop teaching materials and other resources for program delivery in a variety of formats and media using storyboarding and user guides;
- Ensure correct use of tense, grammar/spelling and terminology in all materials;
- Ensure copyright permissions are secured for each training program developed, and document the use of copyright items;
- Develop creative and engaging training programs that result in participant engagement and facilitation of learning utilizing the principles of adult learning;
- Include technology where appropriate which can include webinars, and other web-based tools into their instructional methods;
- Work collaboratively within the agency and external services and organizations;
- Train Anishinaabe Aadziwin Department on content and delivery.

Anishinaabe Aadziwin Events Support:

Support and coordinate internal and external Anishinaabe Aadziwin events:

- Coordinate logistics for all Anishinaabe Aadziwin 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, Traditional Knowledge Keepers/Teachers and resources ;
- Assists in preparation of activity summary reporting and evaluations in support of Anishinaabe Aadziwin events;

- Maintain a calendar of Anishinaabe Aadziwin events and respond to requests for attendance;
- Establish linkages to community traditional helpers;
- Maintain and present a positive and professional image of the Anishinaabe Aadziwin Department at all times.

Cultural Competency:

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishnaabemowin language within the position.

Administration and Reporting:

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

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- 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 the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS AND REQUIREMENTS:

Minimum Education

- Bachelor's degree in Curriculum Development or Education preferred

Minimum Experience

- Minimum three (3) years' experience in Curriculum Development and Education
- Extensive working knowledge and experience with Anishnaabe culture and history
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin Family and Community Services programs & services.
- Knowledge of Anishnaabe ceremonies and protocols
- Knowledge of current instructional theories and principles of adult learning and online or instructor-led programs
- Knowledge of the Child, Youth and Family Services Act
- Knowledge of the North Shore First Nations

Special Skills

- Excellent program management skills
- Excellent time management skills
- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent organizational skills
- Excellent interpersonal communication skills
- Excellent computer skills with MS Office software experience
- Ability to manage multiple priorities
- Ability to work independently and within a team environment
- Ability to take initiative, meet deadlines and work flexible hours
- Ability to identify opportunities
- Ability to coordinate projects
- Ability to monitor and update project tasks and timelines
- Ability to work independently
- Ability to work cooperatively and productively with others

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabe culture, traditions, and the Seven Grandfather Teachings;
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

Location to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Cultural Training Manual Writer will typically be located in an office setting. The Cultural Training Manual Writer will be required to work overtime when required or during special circumstances. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending.

Conducting the duties of this job may be mentally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks or during travel.

Non-physical demands include a work environment where the noise level is usually low to moderate. The nature of the position may expose the Cultural Training Manual Writer to high levels of tension when deadlines are approaching or changes to programs are made. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Indigenous people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, cell phone, fax machine, adding machine and technical equipment for the purpose of presentations both internally and externally.

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Anishinaabe Aadziwin Team, Managers, co-workers and other levels of management and staff.

External

The position requires interaction with the First Nation communities, educational institutions and all service-related agencies within the catchment area.

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