



EMPLOYMENT OPPORTUNITY
Indigenous Cultural Activities Coordinator (full-time)
February 2018

Are you a First Nations, Inuit or Métis person with a good knowledge of your traditions, cultural practices and ceremonies? Do you have a working knowledge of other local Indigenous cultures? Are you skilled at program and event coordination? Do you understand Elder protocols and have the confidence to be the go-to person to find cultural resources (including traditional craft facilitators, Elders and cultural supplies)? If so, then *this opportunity is for you!*

The Wabano Centre for Aboriginal Health is an award-winning Health Access Centre that provides holistic health services to First Nation, Inuit and Métis people living in Ottawa - one of the fastest growing and diverse urban Indigenous communities in Canada. Wabano is a fast-paced, client-oriented organization that models the Indigenous values of balance, respect and community interdependence. Wabano is proud to be accredited through the Canadian Centre for Accreditation, a third-party review based on accepted organizational practices that promote ongoing quality improvement and responsive, effective community services.

The ideal candidate for this position would be an individual with a post-secondary degree in Indigenous Studies, Education or other relevant field of study combined with experience facilitating craft and cultural education sessions. Additionally, preference will be given to candidates with extensive knowledge of their own Indigenous background and general knowledge of other Indigenous groups in Canada.

Purpose of Position

To assume a hands-on leadership role in the development and implementation of cultural programs and events for the urban Indigenous community. The position would also develop and conduct cultural education sessions.

Responsibilities:

- Assume a leadership role of the weekly Culture Night, which includes (but is not limited to):
 - Working with Wabano staff to plan and organize traditional teachings and activities;
 - Coordinating traditional knowledge keepers and activity facilitators for each culture night;
 - Ensuring that each staff and volunteer who works at culture night has a role;



- Ensuring that all of the spaces are set up and cleaned up (or ensuring that the staff assigned have set up and cleaned up properly);
- Problem solving any issues;
- Maintain a list of Elders, traditional knowledge keepers and facilitators for culturally-relevant programming, including but not limited to: language classes, drum circles, one on one consultations, ceremonies and celebrations;
- Maintain Residential Schools Exhibit including updating hanging boxes and ensuring there are enough materials available for activities;
- Take a leadership role in organizing community celebration events and ceremonies;
- Create a place of belonging for all community members;
- Plan and coordinate cultural workshops;
- Plan, organize and facilitate cultural education;
- Lead and mentor staff and volunteers involved in weekly programming;
- Ensure cultural resources, supplies, database, and contact list are maintained and updated;
- Produce program reports indicating outcome and process accomplishment and input into the designated record system to keep organization-wide statistics up to date;
- Generally take responsibility for ensuring program objectives are met in a manner consistent with the quality of service and care for which Wabano is well known.

Qualifications:

- A post-secondary degree/diploma in Indigenous studies, Education or other relevant field;
- Two years of experience doing event planning and/or program coordination;
- Five years experience in working with Indigenous community;
- Demonstrated ability to facilitate cultural education and craft sessions;
- Thorough understanding of First Nations, Inuit and Métis traditions and cultural practices;
- Demonstrated excellence in organization and planning;
- Demonstrated ability to communicate effectively with variety of stakeholders, including the Indigenous community and non-Indigenous community partners;
- Excellent oral and written communication skills including experience in report writing;
- Skill in the use of personal computers and related software applications.

Specifications:

- **Must be of First Nations, Inuit or Métis descent;**
- Criminal reference check required



To pursue this opportunity, please submit a cover letter and Curriculum Vitae by **March 2, 2018** to jobs@wabano.com.

We thank all those who apply. Only those selected for further consideration will be contacted. Wabano is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.