



## **JOB POSTING – OPEN UNTIL FILLED** **CULTURAL RESOURCE COORDINATOR**

**STATUS:** Permanent, Full Time – 35 hours per week

**SUPERVISION:** Under the direct daily supervision of the Executive Director.

**OVERVIEW OF POSITION:** The Cultural Resource Coordinator is responsible for maintaining a consistent cultural framework across the Friendship Centre. The position coordinates and supports all aspects of cultural knowledge transfer and planning within the Friendship Centre, including but not limited to culture-based healing; cultural awareness, safety, and competency; facilitating ceremonies and teachings; and working with Elders and traditional people as needed.

### **QUALIFICATIONS:**

- Post-secondary education in Indigenous studies and/or combination of equivalent and relevant education
- Minimum of 3 to 5 years of demonstrated and related work experience within an Indigenous organization or community
- Strong knowledge and awareness of Indigenous culture and history with particular emphasis on family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach
- Knowledge and experience working with urban Indigenous children, youth and families in a healing and reconciliation capacity
- Exceptional knowledge of Indigenous historical and contemporary issues
- Ability to work with and maintain annual program budget
- Ability to work with various computer programs (e.g. Microsoft Office Suite) and to input client/participant information using established databases
- Comprehension of written/spoken Cree or Ojibwe language is considered an asset
- Valid driver's license and clear driver's abstract
- Must provide a satisfactory CPIC/Vulnerable Sector Check

**We thank all interested applicants; however, only those selected for an interview will be contacted. While we encourage individuals of all backgrounds to apply, those of Indigenous descent will be given preference.**

**Please submit a cover letter, resume with three (3) references to:**

Human Resources Coordinator  
980 Cassells Street, NORTH BAY, ON P1B 4A8  
Or via email: [hrc@nbifc.org](mailto:hrc@nbifc.org)