



## Employment Opportunity

### Indigenous Culture Fund Project Coordinator

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#### Contract Position

Under the direction of the Culture & Heritage Manager, this position will be responsible for coordinating seasonal culture events under the original Thirteen Moons Governance system of sustainable harvest. This is a contract position until March 31<sup>st</sup>, 2020.

**Rate of Pay: \$16.00/hour**

#### **QUALIFICATIONS:**

- Must be a registered Nipissing First Nation member.
- Must have a valid driver's license and access to a vehicle.
- Must be able to demonstrate working knowledge of Microsoft Office software.

#### **REQUIRED SKILLS AND ABILITIES:**

- Moderate knowledge of Nipissing Dialect.
- Strong knowledge of Nipissing culture and values.
- Excellent verbal and written communication skills.
- Moderate knowledge of cultural protocols and working with traditional elders.

#### **DUTIES INCLUDE:**

Working under the direction of the Culture & Heritage Manager to:

- Plan, prepare, organize and host a series of seasonal cultural events.
- Research relevant information for culture workshop.
- Record events by audio and/or visual technology and maintain knowledge archives.
- Plan agendas and advertise for all events listed above.
- Follow cultural protocols.
- Maintain project budgets; as well as project statistics, records and evaluations.
- Make contact with traditional elders, speakers and facilitators following cultural protocols.
- Other related duties.

**The successful candidate will require a current CPIC/Vulnerable Sector.**

Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, April 12<sup>th</sup>, 2019** at 4:30 p.m. to:

Jennifer Lalonde, Human Resources Manager  
Nipissing First Nation  
36 Semo Rd., Garden Village, ON P2B 3K2  
Fax (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**