

Cultural Support Worker
Part-Time (3 days per week) Term Position
October - March 31, 2015

Under the direction of the Education Department Coordinator, the Cultural Support Worker will assist all Snuneymuxw First Nation (SFN) departments and membership on matters related to Snuneymuxw culture, traditions and language in addition to coordinating SFN's Elders Program.

Responsibilities include (but are not limited to):

1. Consults with SFN Elders relating to cultural protocols and practices and promotes Hul'qumi'num language with the community and SFN's office staff.
2. Develops policies and procedures related to SFN's culture and Elders programs.
3. Seeks funding for culture, language and Elder programs and maintains the budget for the Elders program.
4. Liaises with the Big House committee and addresses any issues as they arise.
5. Organizes cultural celebrations and workshops for SFN Elders, community members, the public and public schools, as required.
6. Assists SFN staff with culturally appropriate content related to job readiness and training programs, children and youth programs etc.
7. Advises Elders of monthly functions and coordinates events including transportation and visits to other First Nations communities.
8. Creates, updates and maintains an Elders function attendance schedule and ensures all Elders participate in events by rotating attendance.
9. Provides monthly reports to the Education Department Coordinator, as required.
10. Assists the community in addressing specific community issues and concerns and seeks solutions through the RCMP appointed to SFN or their Commander.
11. Encourages Elders and community members to become team members of SFN Justice Healing Circle.

Education and Qualification requirements:

1. Minimum 1-2 years of university level studies in Archaeology/Anthropology or equivalent experience and knowledge.
2. Experience working with First Nations Elders and a solid understanding of Snuneymuxw culture, traditions and history. Basic knowledge of speaking and understanding Snuneymuxw dialect.
3. Current and valid BC Driver's license.

Key Competencies:

- Excellent listening and problem solving skills.
- Ability to work in conflict situations and diffuse tension or interpersonal issues.
- High standards of ethics and confidentiality to handle sensitive information.
- Strong organizational skills with proven ability to effectively prioritize work flow.
- Skilled user in various software applications, i.e. Word, Excel, MS Outlook, and any other work related software.
- Excellent interpersonal, written and oral communication skills.
- Strong understanding of budgeting and maintaining a budget.
- Ability to exercise good judgement, show initiative and be proactive.

Please submit your current resume and cover letter to:

Snuneymuxw First Nation
668 Centre Street, Nanaimo, BC, V9R 4Z4
beckylouk@snuneymuxw.ca

Fax: 250-753-3492

Deadline Date: October 30, 2014

For more information contact Becky-Lou Kogstad at 250 740-2333

Please note only those applicants who are short-listed will be contacted