



Sagkeeng Anicinabe

JOB OPPORTUNITY

Sagkeeng Anicinabe Government is looking for a **Heritage Coordinator (Repost)**

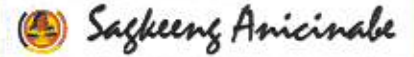
Reporting to the Director of Education the Heritage Coordinator plans and coordinates cultural activities and programming for Sagkeeng Anicinabe First Nation. The Cultural Coordinator also assists in providing community programming and supports cultural programming to organizations outside of the Sagkeeng Nation.

DUTIES:

- Plan, organize, direct, control and coordinate cultural activities on behalf of Sagkeeng First Nation both internal and external to the community including but not limited to teaching the language; laws, customs, traditions, history and other cultural activities of the Sagkeeng First Nation;
- Ensure that staff and any volunteers are conducting cultural training and programs properly;
- Prepare and review operational and budget and expenses;
- Manage staff in accordance with the Sagkeeng Human Resource Policy;
- Ensure adherence to the Finance Standard Operating Procedures Manual;
- Prepare funding proposals;
- Meet with, present to and work with funders as required;
- Complete reports as required;
- Represent Sagkeeng First Nation on various boards, advisory groups or as a speaker on cultural and heritage matters;
- Any other duties as determined by the Director of Education to be ancillary, or integral, to Sagkeeng First Nation cultural programming.

QUALIFICATIONS:

- Degree, Diploma, Certificate in First Nation Studies, however will also consider demonstrated cultural knowledge/practice and who has completed training courses related to job duties or must be willing to complete within a required time frame;
- 5 – 7 years (with Degree or Diploma), 7 – 9 years (with certificate) of directly related experience in the majority of duties listed in the job description including developing community-based programming and First Nation – based programming.
- The incumbent will be required to successfully complete job-required, short-term upgrading training and courses relating to Sagkeeng Anicinabe culture, history, language, cultural programming, program evaluation, etc.
- Strong knowledge of Sagkeeng First Nation, traditions. Ojibway language and heritage are preferred.
- Proven experience developing and fostering relationships with internal and external stakeholders to advance the vision and goals of the program and the Sagkeeng Anicinabe Government;
- Previous experience working in a First Nations Community, preferably, Sagkeeng First Nation is preferred;
- Experience at an intermediate level with various Microsoft Office programs;
- Must have a valid Manitoba Driver's licence and have a reliable vehicle and current auto insurance;
- Must be willing to work a flexible work schedule including being able to work evenings/weekends as required;
- Must be willing to travel;
- Preference will be given to applicants of Aboriginal / First Nations ancestry with highest preference to members of Sagkeeng First Nation.



Application deadline:
September 14, 2018

Applicants MUST submit:

- Cover letter/ résumé
- Current criminal record and vulnerable sector check;
- Contact information for 3 work related references

Attention to:

HR Manager
Sagkeeng Government Office
Box 3, Fort Alexander, MB
R0E 0P0

Cover letters and résumés must indicate how the applicant meets the qualifications for the position and can be mailed to the above address or emailed to jobs@sagkeeng.ca, or dropped off at the Sagkeeng Government Office.

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED