



Fort Erie Native Cultural Centre - Internal Job Posting

Position: Cultural Resource Coordinator

Start Date: ASAP following hire - Contract position until March 31, 2020

Rate of Pay: \$20.47

Supervision: Employed by the Fort Erie Native Cultural Centre, responsible to the policies and directions as determined by Fort Erie Native Cultural Centre's Board of Directors and under the direct supervision of the Executive Director, or designate. Daily supervision is designated to the manager.

Primary Objective:

The Cultural Coordinator provides guidance and teachings ensuring a Cultural approach is used in all that is provided to community by FENCC. To assist the organization in all deliverables being culture based. Responsible for the development and delivery of cultural and community projects and programming that integrates traditional teachings creating balance of mind, body and spirit aspects of culture. The Cultural Coordinator will ensure that FENCC programs reflect all stages of life – prenatal through end of life. To comply with Federal/Provincial legislation and FENCC policies and procedures.

Core Competencies:

Culture

- Takes personal responsibility to increase sensitivity, awareness and implementation of Fort Erie Native Cultural Centre foundational teachings and organisational practices in both professional conduct and work-related deliverables.
- This position requires an individual who is passionate about building heritage and cultural programming for urban Indigenous people, community development and Nation building.
- Exceptional knowledge of Indigenous language and culture.
- Consult with and assist the organization with continuous growth and development culturally
- Creation of a cultural resource base
- Provide cultural sensitivity training to Indigenous and non-Indigenous individuals, groups, mainstream, organizations, etc.

Education/Work Experience

- Successful completion of Post-Secondary education (minimum 2-year program)
- Work experience - Five years' experience in social/correction services an asset.
- Knowledge and experience in Indigenous community development
- Knowledge in language and culture
- Dynamic group facilitation skills
- Maintains and upgrades professional skills
- Preference given to Aboriginal descent: Ontario Human Rights Code – Special Employment Clause. Sec. 23 Art. 24 (1) (a) states "a religious philanthropic, educational, fraternal social institution or organization that is primarily engaged in

serving the interest of persons identified by their race, ancestry, place of origin, colour, ethnic origin, creed, sex, age, marital status of handicap employs only, or gives preference in employment to, persons similarly identified if the qualification is reasonable and bonafide qualification because of the nature of the employment.

Critical Thinking

- Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.
- Positive, solution focused interaction at all times.

Key Responsibilities

- Incumbent will possess a high degree of cultural competency, including recent and significant experience working in cross-cultural environments
- The incumbent will also have a strong ability to problem solve, negotiate and resolve conflict, and will be required to work co-operatively and facilitate the development of a team environment
- Development of cultural resource base for the organization
- Responsible for ensuring various relationships are established and maintained and for liaising with the community
- Transfer of knowledge that will assist staff and guide programs in the development process/reconstruction process of programs
- Teaching and ensuring protocols are used and followed
- The position also implements, monitors, evaluates, and reports on programming in accordance with funding agreements, identified work plans and organizational plans and priorities
- Working in a team environment to identify programming and sustainability gaps and develop solution and strategies to mitigate these gaps
- Outstanding interpersonal skills
- Coordination and facilitation skills
- Consult with and assist the various programs being developed/reconstructed to ensure accuracy
- Facilitation of workshops, meeting and events
- Will work closely with the FENCC staff as per Centre process
- Ensuring that all confidentiality requirements are met as per FENCC policy and the law
- Excellent management, planning skills and the ability to successfully manage multiple interest situations
- To prepare accurate activities and statistical reports and submit according to set deadlines.
- Other related duties as may be assigned from time to time by the immediate supervisor or Executive Director.
- Exceptional knowledge of Indigenous language and culture.
- Must have a current, clear, vulnerable sector police check.
- Must have a clean driver's abstract, current driver's license.

Technical Competencies:

- Self-motivator with ability to work independently and in a team environment
- Exceptional listening, oral and written communication skills
- MS Word, Excel, Outlook and Microsoft 365

Teamwork and Collaboration

- Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of sharing with others whether it is knowledge, recognition, information or skills. Working towards a common purpose for the good of FENCC and the communities of people it serves.
- Work proactively and in conjunction with Kizhaay, Restorative Justice programs, IDHC (SOADI), Court Worker, Crown Attorneys, John Howard Society and any other Indigenous programs or services.
- Working closely with FENCC staff as per Centre process.
- Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.
- Maintaining effective communications at all times, written and verbal.

Results Orientation

- Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, court, people and technology).
- To prepare accurate activities and statistical reports and submit according to set deadlines.
- Other related duties as may be assigned from time to time by the immediate supervisor or Executive Director.

Accountability

- Takes personal ownership and responsibility for the quality and timeliness of work commitments.
- Maintain comprehensive up to date client files with all required documentation.
- Must be able to maintain confidentiality.
- Superior ability to meet deadlines with minimum supervision.
- Excellent management, planning skills and the ability to successfully facilitate multiple interest situations.
- Ownership of any/all program budgets, equipment, material and supplies are the property of the Fort Erie Native Cultural Centre Incorporated and not that of the specific program or program worker.

Communication

- Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehension and responding appropriately when interacting with people. It is about being respectful when expressing opinions and point of view.

Behavioural Competencies

- Attention to detail and accuracy
- Confidentiality
- Organizational skills
- Time Management
- Willingness to perform other duties as requested by the Executive Director/designate

Please email or fax cover letter, resume and 3 reference letters to:

Kathleen Moses
796 Buffalo Road, Fort Erie, ON, L2A 5H2

HumanResources@fenfc.org

Fax: 905-871-9655

Closing Date: Friday, May 22, 2019 @ 12:00 pm

Thank you for your interest. Only those chosen for an interview will be contacted.