



Ne-Chee Friendship Centre

Requires a

Cultural Resource Coordinator

*The Ne-Chee Friendship Centre is looking for a motivated individual who has a strong work ethic, teachable skills and positive attitude to join our team.*

Ne-Chee Friendship Centre is looking for a *Full-Time Program* Coordinator. We are an urban Indigenous organization that is governed by a community-based Board of Directors; program supervision is by the Executive Director with objectives set by program funding.

The Cultural Resource Coordinator's (CRC) key component of Walking Together – Ontario's Long-Term Strategy to End Violence Against Indigenous Women, the CRC program is designed to provide cultural and traditional supports and services for Indigenous children, youth and families.

#### **Key Responsibilities**

- Working within the NFC programs and their clients
- Set a programming schedule that is coordinated with NFC programs activities
- Assist with the cultural components of the NFC daily activities; smudging, caring for cultural items as needed
- Develop programs and workshops that share knowledge to individuals that are seeking a positive outlook and more traditional way of life.

#### **QUALIFICATIONS:**

- Degree or diploma in a related field or equivalent job experience
- Key knowledge and awareness of Indigenous culture and history; with an emphasis of family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach
- Experience in facilitating groups and workshops
- Program planning, development, implementation, data collection and evaluation.
- Knowledge of the Friendship Centre and the various programs provided to the community
- Ability to speak Ojibway, Cree or Oji-Cree is a definite asset
- Excellent communication skills, both verbal & written
- Excellent computer skills (i.e. Microsoft Word, Internet, Excel, etc)
- Valid driver's license & access to a reliable vehicle is required
- Current First Aid /CPR certification or able to be certified

**SALARY: \$46,500 - \$48,500 Annually to start**

**Comprehensive benefit package including a pension plan**

**\* A Current Criminal Records Check will be required upon offer of employment**

**DEADLINE:** OPEN UNTIL FILLED

**Preference will be given to Indigenous applicants. Please self-identify upon applying**

Please submit your **resume** along with a **cover letter** to: Brianna Boucha-Human Resources Manager, **Ne-Chee Friendship Centre**: 326 2<sup>nd</sup> Street South, Kenora, ON P9N 1G5 Fax: (807) 468-5340 E-Mail: [criminalcourtwork@nechee.org](mailto:criminalcourtwork@nechee.org)

We wish to thank all applicants, however, only those selected for an interview will be acknowledged.