

Job Posting – Cultural Coordinator

Overview of Position

The Cultural Coordinator assists to protect the culture and heritage of Splantsin by acquiring and maintaining the memories and records which shape the identity of Splantsin and conducting cultural assessments and traditional use studies.

Key Result Areas and Tasks

- Conduct heritage and culture assessments and traditional use studies and provide results and recommendations to Splantsin.
- Interview community members and other reliable sources and compile and organize the information received.
- Advocate for Splantsin heritage and cultural understanding and awareness.
- Evaluate records and memories for preservation and retention.
- Develop record keeping systems and procedures for Splantsin’s culture and heritage memories and records.
- Organize, classify, catalogue and manage information and records.
- Advise on how best to access, use and interpret cultural memories and records.
- Liaise with other resources and organizations regarding protection of culture and heritage in first nations.
- Participate in outreach programs intended to educate community members and society in general regarding Splantsin culture.
- Works closely with community members, particularly elders.
- Consults regularly with Archeologists and Anthropologists.
- Interacts with Splantsin departments, Splantsin Development Corporation and Chief & Council to advocate for cultural understanding and awareness and assess potential impacts on culture of the initiatives under consideration.

Position Requirements

- Degree in first nation’s history or a combination of relevant education and experience.
- At least 2 years of previous experience gathering, compiling and/or preparing historical information.
- 2+ years of experience working within a First Nations community or organization.

- Proven experience in managing records and information.
- Effective interviewing and interpersonal skills.
- Knowledge of Splat'sin history, community and language.
- Effective oral and written communication skills.
- Excellent listening skills.
- Strong ability to build relationships and rapport with community members, colleagues.
- Able to work with people of all ages and backgrounds.
- Sound ability to organize, prioritize, multitask and manage time.
- Able to work with minimum supervision.
- Solid team player.
- Proficient computer skills.
- Discretion and respect for confidentiality.
- Physical and mental ability to perform the duties of the position.
- Valid BC Drivers License.
- Clean driving record (driver's abstract).
- Use of a reliable vehicle with appropriate insurance for work-related purposes.
- Successful completion of a Criminal Record Check with Vulnerable Sector Search.
- Able to work flexible work hours including evenings and weekends as needed.

Job Type: Full-time

Pay: \$21.00-\$25.00 per hour

Expected hours: 35 per week

Benefits:

- Casual dress
- Company events
- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care

Flexible language requirement: French not required

Schedule:

- Evening shift
- Monday to Friday
- Weekends as needed

Work Location: In person

HOW TO APPLY

You can apply to the position at Indeed.ca. If you have problems finding the position, type "Splatsin" in your search on the site. Alternatively, you can send your application and resume to human_resources@splatsin.ca. Whichever option you choose, please note that you are a Splatsin Band member on your application and/or resume.