

Job Posting – Knowledge Keeper (2 positions)

Overview

The Knowledge Keeper plays a vital role in preserving, sharing, and promoting the cultural heritage, traditions, and wisdom of the Secwepemc people for Splatsin te Secwepemc and fostering intergenerational learning and community engagement.

Key Responsibilities

- Safeguarding Indigenous knowledge, practices, protocols and traditions passed down through generations.
- Facilitating workshops, cultural events, and educational programs to share traditional knowledge with community members, youth, and external stakeholders.
- Working closely with Elders, community leaders, cultural committees, and external partners to ensure the accurate representation and respectful dissemination of Secwepemc knowledge.
- Advising on cultural protocols, traditional teachings, and appropriate conduct during community events, ceremonies, and gatherings.
- Supporting efforts to preserve and revitalize the Indigenous language and providing interpretation and translation services as needed.
- Mentoring and supporting emerging cultural practitioners, language learners, and community members interested in traditional knowledge and practices.
- Conducting research on historical and cultural topics relevant to the Secwepemc people and contribute to the development of educational materials, publications, and exhibits.
- Maintaining accurate records, archives, and databases related to traditional knowledge, cultural artifacts, and historical documents.
- Coordinating and supporting all aspects of cultural knowledge transfer and planning and implementing cultural programming for Splatsin Membership.
- Serving as an advisor to the Chief and Council, community organizations, and government agencies on matters related to Indigenous knowledge, cultural heritage, and reconciliation.
- Promoting cultural awareness, safety, and competency within the Splatsin community while promoting healing and wellness for all our members.
- Infusing culture into all programming.

Specific Responsibilities

- Develop annual work plans that support the overall objective of service delivery of programming focused on building the cultural capacity of all Splantsin members.
- Draft and submit annual budgets, develop funding applications/proposals where required to secure external funding.
- Prepare biweekly, monthly, and annual activity and expenditure reporting.
- Where required, coordinate efforts with staff from Splantsin to support knowledge keeping efforts.
- Ensures project documents are complete, current, and stored appropriately.
- Liaise with Splantsin departments (that provide cultural support/activities), in order to assist in cultural planning in ways to help address issues of intergenerational trauma for community (workshops, training, etc.).

Qualifications

- Understanding of Secwepemc culture, ceremonies, practices and traditions.
- Knowledge of Secwepemc intergovernmental relations.
- Strong knowledge and practice of Indigenous culture and history, with emphasis on understand of areas such as family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach.
- Extensive experience working with Indigenous children, youth and families in a healing and wellness capacity.
- Understand decolonization and experience in the provision of decolonization education with results.
- Strong experience in interacting with First Nations communities.
- Experience in counselling would be considered an asset.
- Cultural and Project management experience or equivalent.
- Proficiency in Secwepemc language is preferred.
- Direct work experience with the First Nation community members.
- Experience in knowledge transmission, storytelling, or teaching within an Indigenous context.
- Knowledge of research methodologies, archival practices, and cultural preservation techniques.
- Demonstrated commitment to reconciliation, decolonization, and Indigenous rights.
- Experience at working independently and in a team-oriented environment.
- Excellent communication skills.

- Must possess strong organizational skills and ability to meet deadlines.
- Proficient in project management software, budgeting, workplan development.
- Diploma in Indigenous studies/social services or combination of minimum of 3 years of related work experience within an Indigenous organization or community.
- Must be an indigenous person.
- Must have a valid British Columbia Driver's License
- Self-motivated and directed individual with the ability to work with minimal supervision in a team-oriented setting.

Skills and Abilities

- Strong writing and reporting skills
- Ability to be outdoors and have a certain level of physical fitness for land-based activities.
- Ability to be creative, conceptual thinking and relationship skills.
- Ability to take directions under restraint timelines under workplan.
- Strong understanding of policy, program, and evaluation processes.
- Ability to work outside normal hours of operation for special sessions.

Job Type: Full-time

Pay: \$25.00-\$35.00 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.