



# NISGA'A TS'AMIKS VANCOUVER SOCIETY

100 – 525 West 10<sup>th</sup> Avenue, Vancouver, B.C. V5Z 1K9

Telephone: (604) 646-4944 Toll Free: 1-866-646-4944 Facsimile: (604) 646-4955 Site: [www.tsamiks.com](http://www.tsamiks.com)

**Position:** Cultural Coordinator  
**Supervisor:** Office Manager  
**Hours:** 37.5 hours per week  
**Term:** Full Time Permanent Position  
**Location:** 100 – 525 West 10<sup>th</sup> Avenue, Vancouver, BC

## INTRODUCTION:

Under the direct supervision of Office Manager, the Cultural Coordinator will provide opportunities and encouragement for individuals to participate in traditional teachings, ceremonies, events, and activities by organizing, coordinating and / or facilitating activities.

The Cultural Coordinator will act as a collaborator to the NTVS staff in the delivery of culturally appropriate services and events. The worker will provide support in programming i.e. openings, smudging ceremonies, etc. The worker will have direct contact with knowledge keepers, Elders, drummers, singers, dancers, etc., and access them as resources for the programs. The worker will encourage children, youth, and their caregivers in accessing culturally appropriate programming as applicable.

## Job Duties

- Integrates Indigenous culture and language throughout NTVS programs.
- Plans, prepares, and delivers culturally relevant programming and language lessons to the children that are coordinated with the monthly calendars and program activities.
- Organizes traditional programming, such as feasts and ceremonies, arranges the attendance and participation of Elders and community resources.
- Maintains up to date Elder/Knowledge Keeper list.
- Assists Elders on evenings when programming and/or ceremonies take place.
- Facilitate talking, teaching, and healing circles with a priority to services and supports for children, youth and families.
- Models behavior in a manner that serves as an example of positive cultural values, attitudes, beliefs, and actions
- Acquire, maintain and care for the education tools/resources e.g. language resources, history, books, art, and traditional and sacred items
- Deliver traditional food education e.g. teachings on health benefits, harvesting, growing, preparing and storage
- Coordinate language restoration

- Coordinate connection with elders and/or traditional resources to conduct ceremonies appropriate to the community being serviced. Including a facilitation of the recovery of traditional knowledge
- Coordinate land-based activities to promote health and well-being
- Coordinate workshops/presentation
- To attend staff meetings, workshops, seminars and conferences that relate to the cultural resource coordinator duties
- Assist in providing and/or coordinating traditional and cultural training for staff.

#### Requirements

- Post-Secondary Diploma in Indigenous Studies/social services or combination of 3 years of related work and education experience.
- Strong knowledge of office procedures and practices.
- Keen attention to details.
- Proficient with computer communication technology, i.e. Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- High level of accountability.
- Resourceful and flexible.
- Proven organizational and time management skills.

#### **VALUES AND PRIORITIES:**

At all times, employees of NTVS are to be examples of NTVS values and work towards Unity. Employees of the Society will at all times treat each other, Society members, the Board of Directors and NTVS community partners with respect and courtesy.

All employees must submit a criminal record check.

Preference may be given to qualified Aboriginal candidates per Section 41 of the Human Rights Code. Please forward a copy of your resume with cover letter to:

**APPLICATION DEADLINE:** Please send a **Cover Letter** and **Resume** via email by 5:00 pm on Thursday June 7, 2023 to [hr@tsamiks.com](mailto:hr@tsamiks.com) Or FAX: 604-646-4955.

*Note: Only those who meet the criteria and have been screened through for an interview will be contacted.*