

∆רל ח∨ריירות Government
Gouvernement de la Nation Crie

Location: To Be Determined

Status: Permanent

Job Posting

Career Opportunity: Cultural Liaison Officer

Department: Social and Cultural Development **Salary Grade 4:** (Min. \$45,886.00 – Max. \$61,258.00)

The Cultural Liaison Officer is responsible for assisting in the promotion, development, and implementation of programming and projects involving Cree Culture. The incumbent also works closely with key stakeholders and Cree Communities to provide support with the cultural programs within Cree Communities.

Functional Responsibilities

Core Functions

- Work in collaboration with the coordinator to oversee the disbursement of funds from the "Eeyou Istchee Cultural Development Agreement' with the Ministère de la Culture et des Communications du Quebec (MCQQ).
- Develop proposals, programs, and policies to promote culture and language.
- Identify new sources of funding and prepare applications for financial support for cultural coordinators and the department.
- Work in collaboration with the Cree Nation Government and the Aanischaaukamikw Cultural Institute in all matters related to the Cree Culture, Language, programs, and policy.
- Develop and implement training, workshops and conferences aimed at improving traditional knowledge and skills for the delivery of cultural programs.
- Assist in the documentation and collection of Cree culture material and provide support for the
 use of traditional knowledge and historical information in all exhibits, and educational materials
 and activities.

Interaction/Communication Responsibilities

- Liaise with stakeholders and provide support for regional and local projects and programing.
- Collaborate closely with regional entities, organizations and cultural coordinators in all activities related to the culture and language.
- Act as the liaison with various Coordinators of Cree Culture and stakeholders regarding cultural projects and programming.
- Coordinate training, conferences and/or workshops related to Cree culture and traditional knowledge.
- Assist in the development of budgets for culture programs and projects.
- Work closely with other community services to determine areas of needs for programming and make recommendations to the Director of Social and Cultural Development.

Reporting Responsibilities

- Oversee the monitoring and reporting of the MCCQ funding to the department and ministry.
- Prepare reports summarizing the results of the programs and projects with regional stakeholders
- Produce preliminary reports summarizing the results of the consultations with local and regional governments, entities, and the public.



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Provide regular updates to the Director of Social and Cultural Department.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

College Diploma in Administration, Project Management, or other related fields.

Experience

• Three to five years of relevant experience.

Language

- Fluency in verbal Cree.
- Fluency in English.
- Ability to write in Cree is considered an asset.

Knowledge and Abilities

- Good knowledge and understanding of Cree culture, customs, and history
- Proven ability to communicate effectively.
- Proven ability to be discreet and maintain confidentiality
- Proven organizational skills and presentation skills.
- Strong judgment and proven ability to problem-solve.
- Strong attention to detail and accuracy.
- Strong organizational skills
- Demonstrated ability to take initiative.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

Willingness to travel occasionally.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From November 12, 2021 to November 29, 2021

Application

Your application must be sent by email or fax with the competition number: SCD-211103-1



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