



# MONTREAL LAKE CREE NATION

## HUMAN RESOURCE OFFICE

P.O BOX 210 MONTREAL LAKE CREE NATION, SK S0J-1Y0 PH: 306-663-5349

FAX: 306-663-5320 EMAIL: hr@mlcn.ca

### EMPLOYMENT OPPORTUNITY

#### **CULTURAL COORDINATOR**

#### **1 – FULL TIME POSITION**

#### **ROLE:**

Under the supervision of the Prevention Services Director, the Cultural Coordinator is responsible for promoting and facilitating cultural initiatives for the Montreal Lake Cree Nation membership. This role focuses on fostering a strong sense of cultural identity, promoting cultural awareness, understanding, and supporting the development of Cree language, traditions and practices. The cultural Coordinator collaborates with community members, Elders, Leaders, and organizations to coordinate and implement cultural programs and initiatives that strengthen and celebrate our heritage.

**REPORTS TO:** PREVENTION SERVICES DIRECTOR

**LOCATION:** MONTREAL LAKE CREE NATION

#### **DUTIES & RESPONSIBILITIES:**

Cultural traditional Program development to be delivered.

Language Program Development to be delivered.

Establishing effective working relationships with other local agencies to develop cultural programs and practices.

Provide direction and coordination for cultural, traditional and land-based community activities for our membership.

Create and Enhance language revitalisation programs.

Cultural Education and Outreach for our membership

Cultural Events and celebrations for our members

#### **QUALIFICATIONS:**

Able to think critically and possess strong facilitation and presentation skills

A strong understanding and appreciation for First Nation culture, traditions and language

Strong connection to the Cree community and familiarity with the Cree customs and protocols

Must be Self motivated and able to take direction

Valid class 5 Drivers- willingness to travel and take any required training necessary

Experience in program development, community engagement or cultural engagement

Flexibility to work irregular hours, including evening and weekend, as required

Red Road knowledge is an definite asset.

**DEADLINE:** Wednesday October 30<sup>th</sup>, 2024



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### HOW TO APPLY:

Interested candidates are invited to submit an application package, which includes a **detailed cover letter, resume with detailed work history and education pertaining to this position** including **Two (2) professional reference letters, and any credentials pertaining to position along with a criminal record check** to the following:

**Pamela Lavallee**  
**Human Resource Office**  
**Senator Gilbert Bird Administration Building**  
**P: (306) 663 - 5349**  
**F: (306) 663 - 5320**  
**E: [hr@mlcn.ca](mailto:hr@mlcn.ca)**

MLCN thanks all interested applicants; however, only those chosen for an interview will be contacted.

Please be advised applications received without the proper documentation will not be considered.

Telephone interviews will not be granted