



**k<sup>w</sup>ik<sup>w</sup>ə<sup>ł</sup>əm**  
**Kwikwetlem First Nation**

## **CULTURAL COORDINATOR—FT. Permanent**

About k<sup>w</sup>ik<sup>w</sup>ə<sup>ł</sup>əm (Kwikwetlem) First Nation

k<sup>w</sup>ik<sup>w</sup>ə<sup>ł</sup>əm First Nation (KFN) is a distinct BC First Nation whose traditional territory centers on the Coquitlam Lake Watershed and the surrounding areas. k<sup>w</sup>ik<sup>w</sup>ə<sup>ł</sup>əm draw our name “Red Fish Up the River” from a run of sockeye salmon that once flourished in the Coquitlam River and Coquitlam Lake prior to the construction of the Coquitlam Dam.

### **JOB DUTIES AND RESPONSIBILITIES**

#### **Position Overview:**

The Cultural Coordinator will facilitate and guide the important work of solidifying the future of our people through the revitalization of the hənqəminəm language and cultural practices, which have been expressed by the community throughout our CCP and Strategic Plan engagements. The coordinator will ensure we are working toward achieving the following:

1. Provide culture and language programming to KFN members {daily, weekly, evenings, and/or weekends}.
2. Increase the daily use of our hənqəminəm language.
3. Re-establish KFN culture into our everyday lives.
4. Increase awareness of KFN’s culture and identity throughout the traditional territory.

The coordinator will work regular KFN administration hours of 8:30 am - 4:30 pm, Monday to Friday with possible evenings and weekends pending workplan schedule.

#### **Specific Responsibilities Include**

##### **Program Delivery:**

- Create a work plan and budget based on our culture and language goals.
- Plan and facilitate cultural workshops, events and activities.
- Ensure workshops, programs, and activities are inclusive of all KFN members.
- Work collaboratively as part of the Community Services team, by advising with cultural knowledge for programing.
- Create a culture calendar that will inform citizens of upcoming programs, workshops, and training.
- Apply for Grant Funding to maintain cultural and language programs.



**k<sup>w</sup>ik<sup>w</sup>əłəm**  
**Kwikwetlem First Nation**

- Ensure reporting deadlines are met and deliverables are complete.
- Create partnership opportunities for language camps, canoe journeys, traditional food and medicine harvesting and preservation.
- Liaise with school district 43 regarding programming, recognition, and training opportunities.
- Assist with cultural protocol and recognition and build the capacity of KFN citizens.
- Create opportunities for sharing KFN principles, values, and knowledge, with KFN staff.
- Develop, implement, and provide opportunities for traditional teachings and ceremonies for KFN citizens and staff (optimizing internal/external resources).
- Determine the ongoing and future needs of culture and language for the community by consulting with KFN citizens and staff.
- Liaise with Elders, traditional knowledge keepers, teachers, and neighbouring communities to ensure the KFN cultural program thrives throughout the traditional territory.
- Gather participant input and feedback to inform program reviews.

**Community Empowerment:**

- Lead by example and be inclusive of the community in order to guide the work, ensuring community ownership of this important work.
- Teach community members the Nation's cultural protocols, practices, and traditions.
- Seek out and support opportunities for participants to engage with the greater community (medicine walks, canoe journeys, culture camps, etc.).
- Develop, nurture, and build relationships with external partners, neighbouring First Nations, municipalities, and businesses.

**Administrative**

- Apply for grant funding and follow all reporting requirements.
- Maintain all administrative paperwork and data requirements for programs, workshops, events, and activities including keeping accurate and up-to-date records, and program information in a timely and professional manner.
- Attend cultural and language specific meetings and gatherings.
- Other related duties.

*Position Qualifications*

Experience and Knowledge

- Knowledge of Kwikwetlem culture, protocols and practices.
- Mentorship and education rooted in land-based teachings, culture, and history, providing services to children, youth, Elders and families.
- Recognition by the Indigenous community and ability to demonstrate learnings from your own journey and teachings.



**k<sup>w</sup>ik<sup>w</sup>əłəm**  
**Kwikwetlem First Nation**

- Must be able to work independently and as part of a team within a multi-disciplinary setting.
- Active member of a traditional healing environment with experience working within a First Nations setting are considered assets.
- Ability to build effective working relationships and partnerships with individuals, groups, and organizations.
- Ability to speak the hənqəminəm language would be considered an asset.
- Strong written and verbal communication skills.
- Effective problem-solving skills, creativity, drive, and entrepreneurial spirit.
- Experience with MS Office Suite and other software programs such as Microsoft Teams, Zoom, One Feather, Visio, etc.
  
- Other requirements
  - Valid driver's license, personal vehicle, and the ability to travel from time to time.
  - Overtime, weekend, and evening work will be required from time to time.
  - Criminal Record Check.

### **About the Rewards**

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term, and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and changes within the Kwikwetlem Nation and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people. If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and a resume to [hr@kwikwetlem.com](mailto:hr@kwikwetlem.com).

We thank all applicants for their interest, however only short-listed candidates will be contacted.