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| Position Title: | Indigenous Culture Night Coordinator |
| Reports to: | Youth Services Program Manager – Kyla Bains |
| Classification: | Permanent Part time (15 hours per week) |
| Benefits: | Not eligible |
| Location: | Surrey |
| Schedule: | Varies – evenings expected. |
| Rate: | Salary Range: \$21-23 |

The Fraser Valley Aboriginal Friendship Center Association is a non-profit organization that provides a diverse range of culturally safe and supportive services to Aboriginal people in Surrey and the Fraser Valley. The Friendship Center works from a decolonizing perspective, and as such, works to strengthen family bonds, between generations and within the family; strengthen identity and understanding about interpersonal impacts of colonialism; fostering positive self-identity, personal agency, and safety.

JOB SUMMARY

The **Indigenous Cultural Night Coordinator** provides the community with a culturally enhanced place for Indigenous and Non-Indigenous people to gather. The most important task is building relationships with community participants and building upon the extended social supports in a place that celebrates the culture. The Cultural Night Coordinator also works collaboratively with other direct service staff, external service providers, Elders and cultural knowledge keepers in the community.

Responsibilities to the Contract

1. The Cultural Night Coordinator is expected to lead the facilitation of the Where We Gather Community Nights, and the Where We Gather Youth Cultural Nights.
2. The Cultural Night Coordinator works collaboratively with our Housing Coordinator and our Youth Services Program Manager to achieve the programs' vision, promoting cultural knowledge in a celebratory way.
3. The Cultural Night Coordinator will work within the Appendix A workplan and coordinate duties as laid out.
4. The Cultural Night Coordinator will coordinate and develop activities that promote cultural knowledge.
5. The Cultural Night Coordinator will build the community involvement and promotion for the weekly events.
6. Event promotion, include social media, flyers, posters, and invitation is also key.

Other Related Duties

- Engage with individuals; and provide information about external supports which will support the participants holistic well-being;
- Connect and engage in partnership with relevant community services.
- Complete all file keeping, and statistical requirements;
- Connect and engage cultural knowledge keepers, Elders, and other cultural supports to enhance the delivery of the program monthly.
- Engage the surrounding community to attend.

1 | *“Support services and initiatives promoting economic prosperity, improving the health and well-being of Aboriginal people since 1996.”*



In Addition, the Cultural Night Coordinator will be required to:

- Attend and participate in all staff and program meetings;
- Actively cooperate with other staff and the Executive Director/Program Manager in decision making regarding program operations.
- Resolve conflict appropriately and professionally adhering to respectful workplace policies.
- Adhere to the Society's Policies and Procedures and Mission Statement, generally
- Maintain confidentiality of the client, and the agency.

QUALIFICATIONS

Education and Experience:

- A Diploma in a human services related field; or a combination of equal education and experience.
- One year of recent, related work experience with coordinating programs for Indigenous people.
- Current First Aid and CPR certification and Food Safe is a condition of employment, as well as a negative tuberculosis test or commitment to obtaining within 3 months of hire.
- Competently use Microsoft Word & Excel programs for case management and reporting purposes.

Key Knowledge Areas:

- Knowledge of First Nations cultures, lived history, supports and local resources.
- Extensive knowledge of local knowledge keepers, elders, traditional people and familiarity with protocols for appropriate elder engagement.

Key Abilities:

- **Collaborate** – establish collaborative relationships with cultural teachers, Elders, and cultural supports in order to best serve the communities that attend the Cultural Night gatherings.
- **Respond** – safely resolve crisis situations and respond non-judgmentally to problematic behavior
- **Teamwork** – make positive contributions to the team, support and back up your co-workers at all time
- **Coordinate** – lead the program, including development of the additional components in order to best facilitate the contractual outcomes of the Cultural Community gatherings

CLOSING DATE: Open until suitable candidate is found.



APPLICATION PROCEDURE: Please send RESUME; and COVER LETTER by fax, mail, hand delivery or email marked attention, Annette Christopher at:

Email: [hiring@fracfa.org](mailto: hiring@fracfa.org)

Fax: 604.595.1176

SNAIL Mail: 10095 Whalley Boulevard, Surrey, BC | V3T4G1

Identify the position code (IYOP) in the header of your email; fax, and COVER LETTER.

We thank all that apply, but only those selected for interview will be contacted.

******Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants.**