

- In collaboration with program staff, define research plans and proposals for programs and activities.
- Attend staff meetings and make presentations to management team.
- Any other responsibilities and tasks assigned by the Director of Programs.
- Maintain contact with the members of the “Aanischaukamikw Network” and distribute all relevant information.
- Develop or participate in existing regional cultural projects involving the cultural coordinators.
- Prepare proposals or applications for financial support for local cultural coordinators and identify new sources of funding for local projects.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor’s Degree in Museum Studies, Museum Education, History, Education, or related field
- Experience in program or curriculum development, and in coordination of departments or projects
- Experience with preparing interpretative materials
- Knowledge of Cree history and familiarity with Cree culture an asset
- Ability to provide training or host workshops
- Analytical and problem-solving skills
- Strong computer skills
- Excellent skills in team leadership in a complex environment
- Excellent organizational and interpersonal skills
- Ability to assemble and evaluate budgets and statistics
- Ability to assess and evaluate information as to its validity and appropriateness
- Ability to organize and express information in clear, logical sequence
- Ability to multitask and meet strict deadlines under pressure
- Knowledge and experience with Cree entities and their administrative systems is a major asset
- Ability to communicate in both of Canada’s official languages, fluency in Cree is a significant asset

PERSONAL CHARACTERISTICS

- Self-confidence, optimism, persistence, and stamina
- A disciplined, multi-faceted and organized individual with the personal flexibility to deal simultaneously with a variety of situations
- A direct, clear, approachable and compassionate, with a sense of humour and the capacity to make decisions
- An open, friendly communicator with superior interpersonal skills.
- Attention to detail
- Ability to work under tight deadlines

- Commitment to working in a participatory, team-based environment
- Ability to build positive relationships with the organization's partners and supporters

SALARY AND WORKING CONDITIONS

- Full Time Permanent
- Salary based on ACCI salary scale, relevant experience and education
- Benefits standard to ACCI

Please send your application and curriculum vitae via regular mail, fax or email to the following address:

Rob Imrie
Director of Programs
Aanischaaukamikw Cree Cultural Institute
205 Opemiska Meskino
P.O./C.P. 1168
Ouje-Bougoumou, Quebec
G0W 3C0

Tel: 418-745-2444

Fax: 418-745-2324

Email: rob.imrie@creeculture.ca

This position will remain open until filled.

We thank everyone that applies, but only the chosen candidates for an interview will be contacted.