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www.saikuz.com

Cultural Coordinator

Supervisor: Prevention Manager

Hours:

Full-time, contract

Job Summary

As the Cultural Coordinator, you will be responsible for enhancing the cultural awareness and knowledge within the Saik'uz First Nation community. You will work closely with Elders, Knowledge Holders, and other departments to create and implement cultural programs and activities. This role is an exciting opportunity to make a meaningful impact on the preservation and promotion of Saik'uz culture. This position is supported by funding and will end on December 12, 2025.

Duties & Responsibilities

- Create a work plan and set goals for cultural initiatives.
- Facilitate the annual culture camp, including managing volunteers and activities.
- Liaise with Elders and Knowledge Holders to develop workshops and activities.
- Ensure inclusive cultural programs for children, youth, and elders.
- Increase cultural awareness through daily, weekly, evening, and weekend programs.

Qualifications & Skills

- Knowledge of Saik'uz First Nation culture.
- Excellent communication and interpersonal skills.
- Ability to work in a team-oriented environment.
- Exceptional organizational and time management skills.
- Flexibility to adapt to changing priorities.
- Diplomacy and tact in dealing with a variety of people and information.
- Reliability and dependability are essential.
- Proficiency in Microsoft Office programs (Word, Excel, etc.).
- Must undergo a criminal record check, including the vulnerable sector.
- Valid driver's licence and reliable vehicle.
- Must submit a driver's abstract.

Salary & Benefits

- Wage: \$28-\$30 per hour
- Benefits: Travel reimbursement

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.