



POSITION TITLE:	CULTURAL SERVICES – STUDENT (3 POSITIONS)
DEPARTMENT:	CULTURAL SERVICES
REPORTS TO:	CULTURAL RESOURCES SUPERVISOR
CLASSIFICATION:	FULL-TIME (35 HOURS PER WEEK) CONTRACT UNTIL AUGUST 25, 2023
LOCATION:	PETERBOROUGH, WHITBY, AND RAMA FIRST NATION
POSTING DATE:	MARCH 3 RD , 2023
CLOSING DATE:	MARCH 24 TH , 2023

As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

We recognize Cultural Services are an integral component of individual, family, and community healing; as such, we ensure this is accessible to every Indigenous child, youth and family requesting services.

PURPOSE OF THE POSITION

This position works alongside the Cultural Resources team to assist with a variety of special projects and assist with daily administrative tasks. The ideal student will ensure the 7 Grandfather Teachings are incorporated into their work.

RESPONSIBILITIES

- Provide administrative support.
- Develop and maintain a Cultural Resources Toolkit.
- Assist Cultural Resource Advisor with facilitating cultural workshops, ceremonies, and spiritual gatherings for our children, youth, and families.
- Assist with preparation and running on the land programming such as Summer Camps.
- Assisting with tracking of inventory and supplies.
- Assist with Transportation for children and youth to attend cultural activities and sessions with our Cultural Services Staff.
- Assisting with the logistical coordination of employee events and activities.
- Performs other duties as assigned.



POSITION REQUIREMENTS

Education and Experience Requirements:

- Completion of at least one (1) year of Post-Secondary Education and enrolled for September 2023.

Knowledge Requirements:

- Working knowledge of MS Office: Word, Excel and Power Point
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

SALARY

- \$17.50 per hour

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.