

Social Cultural Coordinator

Department: Social Services

Posting Date: May 23, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: Existing

Reports To: Director of Social Services

Salary Range: \$56,292.60 - \$74,274.20

What you'll do in the role

- Collaborate with community elders, cultural leaders, and Social Services team members to ensure an accurate representation and interpretation of Nipissing First Nation culture is infused into programs.
- Develop and implement strategies for the revitalization of traditional cultural practices into programs for future generations.
- At the request of program staff, support and at times lead in the organizing of community events, workshops, and educational programs focused on cultural preservation.
- Foster partnerships with other Indigenous organizations and government agencies to enhance resources and support for our community.
- Assist the Nest Teacher at events for parents and community members.
- Attend all language nest training sessions
- Track program statistics and provide report to Director of Social Services
- Foster partnerships with other Indigenous organizations and government agencies to enhance resources and support for our community.
- Represent Nipissing First Nation in both internal and external committee memberships as deemed appropriate.
- Maintain detailed records of cultural resources, research findings and community interactions.
- Track expenses of activities to ensure an accurate budget.
- Prepare reports, presentations, and publications to share findings and engage stakeholders.
- Ensure compliance with relevant laws, regulations, and ethical guidelines related to Nipissing First Nation, culture heritage and research.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress
- A defined contribution pension plan

Social Cultural Coordinator

- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have Diploma in Social Work, Indigenous Studies or Office Administration
- Must have a minimum of 3 years' experience in social and/or cultural services related to social work
- Must have a valid Ontario Driver's License
- A clear criminal reference check (CPIC) and Vulnerable Sector Check, and Child Welfare Check
- Must be able to maintain confidentiality
- Strong knowledge and awareness of Indigenous culture and history, with emphasis on family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach
- Knowledge of Nipissing First Nation community, culture, and social services
- Knowledge and experience working with Indigenous children, youth and families in a healing and wellness capacity
- Knowledge of Medicine Wheel concepts
- Facilitating in Circle experience
- Speaker of the Anishinaabe language(s) will be considered an asset
- Self-motivated individual with the ability to work with minimal supervision in a team-oriented setting
- Must possess strong organizational skills and ability to meet deadlines
- Excellent case and file management skills, stress management and time management skills
- Must have the ability to engage people to build trust and rapport; effective verbal and listening communication skills
- Strength based problem solving and takes initiative
- Essential computer competencies (Email, cell phone, Office 365, Teams)
- Ability to work flexible hours, including evenings and/or weekends to support program and community needs

APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing June 6, 2025 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing June 13, 2025 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application



EMPLOYMENT OPPORTUNITY

Social Cultural Coordinator

- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing June 20, 2025 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm** on the application deadline noted above.*

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

~~Miigwech to all applicants for their interest, however, only those selected for an interview will be contacted.~~