** Minwaashin Lodge**

424 Catherine Street

Ottawa, Ontario, Canada K1R 5T8

613-741-5590; Fax 613-748-8311

www.minlodge .com

**EMPLOYMENT OPPORTUNITY DEADLINE: August 6, 2012**

**Culture Program Assistant**

Please submit applications with covering letter and **three** references to

cdesilets@minlodge.com

**SCOPE OF POSITION:**

The Culture Program Assistant is responsible for the effective deliverance of all aspects of the Culture Program at Minwaashin Lodge. The successful candidate must understand the importance and urgency for the preservation and revitalization of Aboriginal Culture. This Program will benefit program participants by producing leaders and role models that will make a difference now and in the generations to come.

**MAJOR RESPONSIBILITIES:**

* design and implement a monthly culture calendar
* facilitate workshops and circles to empower women to embrace their traditional roles
* facilitate beading and crafting circles and drumming/singing circles
* schedule visiting elders and program facilitators
* ability to transfer traditional knowledge to program participants
* respond to requests for cultural awareness
* maintain appropriate office systems (files, records)
* ability to compile statistical data
* set up, shop, cook and clean up after program
* supervise volunteers in program
* ability to produce program posters

**REQUIRED KNOWLEDGE, EXPERIENCE & COMPETENCIES:**

* A minimum of one (1) years work experience in program design, delivery and implementation.
* Demonstrated commitment to women’s rights and the prevention of violence against Aboriginal women.
* Proven success working with staff and volunteers in program planning and delivery
* Experience in the building and maintenance of alliances and networks within the Aboriginal and mainstream community. Experience working with women’s organizations or in women’s leadership.
* A thorough understanding of Aboriginal culture, history and the inter-generational impacts of residential school.
* Demonstrated ability to incorporate diversity and sustainability in program planning and delivery.
* Highly developed interpersonal skills
* Excellent verbal and written communication skills, particularly an ability to write program reports an asset
* Availability to work some evenings.
* First Nations, Inuit or Métis descent.
* Valid Driver's license
* First Aid/CPR certification

**To Apply:** Send a complete resume, along with 3 references to Minwaashin Lodge, 424 Catherine Street, 2nd Floor, Ottawa, Ontario K1R 5T8

or email to: cdesilets@minlodge.com

**Salary:** $28,000 per annum

4-day work week

**Closing Date:** August 6, 2012

**We thank all those who apply, however, only those selected for an interview will be contacted.**