



**WOLF LAKE FIRST NATION**  
**Hunter's Point, P. O. Box 998**  
**Temiscaming, Quebec**  
**J0Z 3R0**

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## **EMPLOYMENT OPPORTUNITY**

### **Cultural Development Officer**

#### **Overall Mandate**

Development of our Algonquin culture within our community and restore its rightful place within our people.

#### **General Responsibilities:**

- Consult with members of the community in order to identify the main areas of concern or need.
- Develop a cultural action plan for the WLFN community
- Assist the band manager in developing and implementing a land-based healing program to identify the measures to be put in place to achieve desired objectives
- Plan and implement cultural programming which will be used to help our members on their journeys while working closely with Mahingan Sagahigan Health and Wellness Center. This will include research and grant application for funds.
- The Cultural Development Officer will focus on upcoming and future art-based projects for WLFN community members and/or external organizations.

#### **Specific responsibilities**

- Collaborate and form partnerships with cultural agents from other Indigenous Communities such as KFN, TFN, Barrier Lake.
- Attend meetings with other Indigenous communities.
- Collaborate and form partnerships for various cultural events and activities to reduce costs and avoid duplication.
- Provide insight and guidance when it comes to culture in the strategic planning of WLFN
- Take the lead on our Indigenous Peoples Day Planning
  - Application for funds
- Plan, develop and implement yearly IPD day activities with the help of committee members
- Represent WLFN during community events in or outside the community.
- Be available for events which include a cultural component
- Be available to provide cultural content for school programming and daycare.
- Develop and maintain accurate, up to date work files
- Prepare and submit monthly reports to health coordinator;

#### **Qualifications**

- Knowledge of the Anishinabe culture, ceremonies, traditional teachings by elders and traditional knowledge keepers in and outside the community
- Have an understanding and commitment to the principles of community health, health promotion and community development
- Highly organized with good project management skills
- Relevant experience in arts and culture context
- Good written and verbal communication skills
- Ability to work as an effective team member

#### **Requirement skills and Experience:**

- Knowledge of information technology systems and software such as Microsoft Word, Excel, Outlook, computer graphics, etc.

- Ability to communicate both verbally and in writing in English and French would be an asset
- Valid driver's license with reliable transportation
- Provide a clean criminal record check

**Training:**

Participate in training activities for native cultural officers offered by MCC and other Indigenous Organizations.

**Other Attributes:**

Knowledge for the coordination and management of projects  
Other administrative duties as required by WLFN administration.

**Position Salary:** Commensurate with experience and education

**Closing Date:** October 22, 2021 @ 4:30 p.m.

Please send a covering letter along with your resume and 2 employment references to:

Wolf Lake First Nation  
P.O. Box 998  
Temiscaming, QC, J0Z3R0  
Attn: Martha Polson  
Email: [mpolson@wolflakefirstnation.com](mailto:mpolson@wolflakefirstnation.com)  
Phone (819) 627-3628

Thank you to all who apply; however, only those selected for an interview will be contacted. Preference will be given to Indigenous applicants.