

# JOB DESCRIPTION

<b>JOB TITLE</b>	Early Learning and Child Care Cultural Resource Specialist
<b>MINISTRY/DEPARTMENT</b>	Ministry of Education
<b>REPORTS TO</b>	Senior Manager, Education
<b>JOB FAMILY</b>	Professional/Expert
<b>CLASSIFICATION LEVEL</b>	Level 2
<b>DATE CLASSIFIED</b>	August 2024

## POSITION SUMMARY

The Early Learning and Child Care Cultural Resource Specialist is responsible for the creation, development and distribution of Métis specific early years resources that align with the BC Early Years framework and Métis Early Years framework. The position involves gathering data on Métis early years resources needed, identifying areas for innovation, coordination professional learning opportunities and implementing resources to enhance accessibility of Métis specific education early learning cultural resource materials to the Ministry of Education’s IELCC community. The position will build and maintain strong relationships with suppliers, vendors and Métis artists as well as negotiating favorable terms. Additionally, the position may lead and facilitate other relevant projects as required.

## LOCATION

- Provincial Head Office – Surrey, BC.

## DUTIES & RESPONSIBILITIES

- Leads the development of Métis specific early years resources that are culturally appropriate and in alignment with the BC Early Years Framework and Métis Early Years Framework.
- Supports the Métis Early Years Cultural Program and monitors progress and completion of program expectations and deliverables, ensuring continued success of the program.
- Advises and influences opportunities for the growth of the Métis Early Years Cultural Program, identifying opportunities for innovation.
- Supports in developing and implementing a robust sustainability model to drive ongoing program success.
- Gathers data on Métis specific early years resource needs, working with the Ministry of Education team, contractors, and stakeholder groups.
- Sources, builds and maintains positive long-term relationships with suppliers, vendors, and Métis artists and designers and negotiates favorable terms.
- Coordinates professional learning opportunities to share knowledge and Métis culture and language.
- Coordinates the implementation of resources and materials, including integrating online tools to increase access for Métis people in B.C.
- Facilitates and coordinates additional projects as needed.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

## JOB DESCRIPTION

<b>JOB TITLE</b>	Early Learning and Child Care Cultural Resource Specialist
<b>MINISTRY/DEPARTMENT</b>	Ministry of Education
<b>REPORTS TO</b>	Senior Manager, Education
<b>JOB FAMILY</b>	Professional/Expert
<b>CLASSIFICATION LEVEL</b>	Level 2
<b>DATE CLASSIFIED</b>	August 2024

### Supervision Given

- None

### QUALIFICATIONS

- Diploma in Early Childhood Education or related field from a recognized, post-secondary institution.
- Minimum two (2) years' experience in the early years' field or public school system.
- Eligible for formal professional or technical registration in the appropriate area of expertise.
- A combination of relevant experience, education, and training may be considered.
- Previous education and/or experience working with children (birth to 8 years) and families.
- Previous work experience working in an Indigenous Community with strong knowledge of Métis culture and history, is considered an asset.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated ability to lead, problem solve, and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including MS Word, Excel and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

### MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtsihikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.

## JOB DESCRIPTION

<b>JOB TITLE</b>	Early Learning and Child Care Cultural Resource Specialist
<b>MINISTRY/DEPARTMENT</b>	Ministry of Education
<b>REPORTS TO</b>	Senior Manager, Education
<b>JOB FAMILY</b>	Professional/Expert
<b>CLASSIFICATION LEVEL</b>	Level 2
<b>DATE CLASSIFIED</b>	August 2024

- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.