

<b>JOB TITLE</b>	Cultural Coordinator
<b>MINISTRY/DEPARTMENT</b>	Ministry of Culture, Heritage and Language
<b>REPORTS TO</b>	ADI Manager
<b>JOB FAMILY</b>	Professional / Expert
<b>CLASSIFICATION LEVEL</b>	Level 2
<b>DATE CLASSIFIED</b>	March 2025

## POSITION SUMMARY

The Cultural Coordinator plays a key role in advancing the awareness, preservation, and transmission of Métis culture, heritage, and material arts across British Columbia. Working under the direction of the Ministry of Culture, Heritage, and Language, this position is responsible for the research, development, and delivery of culturally grounded educational resources and community programming. The Coordinator leads multiple projects that support knowledge sharing among Métis citizens, artists, Elders, and knowledge carriers, while also providing cultural expertise and guidance to internal departments and external stakeholders. This role requires strong project coordination skills, cultural competency, and the ability to work independently on program design, resource creation, stakeholder engagement, and event facilitation.

## LOCATION

- Provincial Head Office – Surrey, BC.

## DUTIES & RESPONSIBILITIES

### Program and Workshop Development

- Develops and coordinates workshops to support Métis arts and culture knowledge sharing among Métis citizens. May occasionally, facilitate workshops for MNBC staff and external groups.
- Designs learning materials with clear educational objectives and outcomes, aligned with Métis cultural values.
- Enhances knowledge transmission by designing and delivering cultural education materials and workshops.
- Supports the coordination of community events and gatherings attended by the Ministry.

### Research and Resource Creation

- Conducts research and produces original educational resources on Métis culture and history.
- Applies technical research methods to ensure resources are historically accurate and pedagogically sound.
- Evaluates the effectiveness of workshops and resources and integrates feedback into continuous improvement.

### Internal and External Support

- Supports other MNBC Ministries and departments in accessing information about Métis culture through document review and the sharing of resources and delivering programs for Métis artists.
- Provides interim operational support to the Amelia Douglas Institute as needed.
- Provides subject-matter advice to internal teams and external stakeholders on Métis cultural education.
- Develops promotional materials and marketing for project initiatives and events.
- Participates as a critical member of the Ministry of Culture, Heritage and Language team to create solutions that advance the successful, efficient, and effective delivery of programs and services to Métis people in BC.



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### Procurement and Financial Oversight

- Sources and engages reliable vendors, negotiating advantageous terms where applicable.
- Procures, stores, and distributes program and workshop materials.
- Maintains programs and events budgets and tracks expenditures and transactions.

### Stakeholder Engagement

- Communicates and maintains positive relationships with Métis artists, knowledge carriers and Elders to coordinate and procure services for the Ministry and other MNBC programs and initiatives.
- Shares professional opportunities and initiatives with Métis artists and knowledge carriers.
- Assists with developing relationships with funders and gathering information for proposals and funding opportunities that focus on Métis arts and culture programs for Métis citizens.

### Digital Access & Learning Tools

- Coordinates the implementation of surveys, resources and materials, including integrating online tools to increase access for those Métis people living in remote and rural areas of BC.
- Facilitates and attends professional learning opportunities to share knowledge about Métis culture and material arts.

### Other duties

- 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 to occasional attendance at meetings/events that may require work and travel outside of normal business hours.

### Supervision Given

- May provide supervision to interns, practicum students or administrative positions.

## QUALIFICATIONS

- Diploma in Indigenous Studies, Anthropology, Human Services, Social Work, Sociology or a related field. Bachelor's degree preferred.
- Minimum three (3) years' recent, related experience in project coordination and/or resource development.
- A combination of relevant experience, education and training will be considered.
- Knowledge of Métis culture, history and Métis material arts.
- Experience developing and administering workshops in a virtual or in person setting.



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- Experience working with artists, Elders and knowledge carriers is an asset.
- Experience in instructional design, cultural education, or curriculum development is preferred.
- Knowledge of sourcing and procurement techniques.
- Demonstrated ability to effectively communicate both verbally and in writing.
- 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 Office 365 and other database/software required by the role.
- Ability to travel to MNBC’s head office and areas outside of the province.
- 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

- **Manâchitowin (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.
- **Ahtisihcikêwin (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.
- **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.