



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## SUMMER JOB OPPORTUNITY

<b>Job Title:</b>	Cultural Program Trainee	<b>Posting #:</b>	28-2022
<b>Department:</b>	Lands Resources and Treaty Rights	<b>Level:</b>	Entry Level
<b>Supervisor:</b>	Cultural Program Coordinator	<b>Total Weeks:</b>	8 weeks
<b>Key Duties:</b>	Help deliver cultural events	<b>Starting Rate:</b>	\$15.65 /hr
<b>Funder:</b>	Canada Summer Jobs	<b>Posted:</b>	June 06, 2022
<b>Work Dates:</b>	July 04, 2022 to August 26, 2022, 35 hours per week	<b>Closes:</b>	June 23, 2022

### JOB SUMMARY

In accordance with the established vision and values of the Fort Nelson First Nation Reaching for Our Vision, this job will provide an individual with an opportunity to develop knowledge, skills and abilities related to creating a future generation land steward and traditional knowledge keeper. The Cultural Program Trainee will assist Lands staff in the implementation of land-based cultural activities and Language programs. This employee works with an aim to assist senior staff to ensure a smooth flow and delivery of land-based cultural events and Language activities. This work includes set-up and dismantle of events sites, assisting with culture camps, community gardens, and restoration programs. The work also includes providing general support to senior staff that plan community meetings and other community engagement activities that are relevant to cultural and Language education and outreach programs. Other related duties as required.

### YOUR "KNOW-HOW" INCLUDES:

- Safety for self and others
- Physical Fitness self-care
- Questioning and seeking understanding
- Dependability
- Basic computer skills

### DUTIES AND RESPONSIBILITIES

#### 1.0 GENERAL DUTIES

- 1.1 Assist the Culture Coordinator in the delivery of the department's land-based language and culture events.
- 1.2 Support the department's cultural events:
  - a. Provide support to staff for the execution of all cultural events;
  - b. Help with gathering materials/supplies for cultural events;
  - c. Use a camera to capture images of the events.
  - d. Respond to and deal effectively and timely with staff communications and relevant requests.
- 1.3 Help deliver Moose hide programs, fish camp, drum practices and hand games, and any other field or language activities
- 1.4 Participate in any meetings as required.
- 1.5 When authorized, distribute letters/communications to the Membership
- 1.6 Provide Program Support to the Department:
  - a. Assist in the delivery of cultural events in the community.
  - b. Setup and takedown, cleanup of events following up with culture staff and participants.
  - c. Help with programs, Hide tanning, Drum Practices, major events(Annual Celebration),
  - d. Support program initiatives wherever possible
  - e. Receive phone calls and respond to inquiries about applicable cultural program information.
  - f. Provide feedback when reflecting on events/programs to help make them better in the future.
  - g. Take pictures of event when they are taking place.

#### 2.0 SAFETY

- 2.1 Will learn to attend safety meetings and team work planning sessions and contribute ideas.
- 2.2 Will learn to assess work and work areas and not undertake any work that poses hazard or risk.

#### 3.0 COMMUNICATION

- 3.1 Will be responsible to communicate safety issues and work activity issues to staff so that they can assist with guidance, coaching and mentoring and corrective actions.



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3.2 Will ask questions and gain understanding of the work prior to completing the work activity.

3.3 Will communicate problems to the supervisor.

### 4.0 PHYSICAL FITNESS

4.1 Will ensure physical fitness and ready for work as scheduled.

4.2 Will participate in work activities that require physical activity, such as walking, carrying tools and materials, and working in outdoor environments.

4.3 Will participate in self-care for own health and wellness to ensure you are well rested, alert, and ready to perform your duties each day.

### 5.0 Other related duties may be occasionally be assigned by the Supervisor, or designee.

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## REQUIRED QUALIFICATIONS

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- Must be committed to the term and be available for work for 8 weeks from July 4 – August 26, 2022
- Must be individual not more than 30 years old as this is a funding requirement (there is no requirement to be in school or returning to school).
- Must have a valid Social Insurance Number.
- Must be able to travel to and work on and FNFN reserves where events take place, and this will include occasional requirement to overnight in camps (for example, fish camp).
- Ability to work independently and as part of a team and maintain agreeable relationships.
- Reliable and willing to show up for work on time on a regular basis.
- Interested in Culture and Language.
- Experience attending community events, programs and services.
- Physical fitness and ability to work days, evenings and weekends, including in an outdoors environment may apply, pending work type.
- Ability to complete duties in a safe manner, following established safety rules, policies and procedures.
- Good organizational, time management and prioritization skills.
- Good communication and writing skills.
- Ability to arrange own transportation to and from work in the FNFN community.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccination status.
- Police Information Check
- Valid BC Driver's License and factor report is preferred, but may consider applicants without a license.

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## WORK CONDITIONS

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- Ability to lift up to 10 lbs. boxes, file-boxes, and equipment.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting to facilitate sessions or teach groups.
- Manual dexterity required to use desktop computer and peripherals.
- Will be required to work in and out of office.
- Will be required to work outdoors in summer conditions.
- Will wear Personal Protective Equipment when required.

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## APPLICATION INSTRUCTIONS

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**Closing Date:** June 23, 2022. **Start Date:** July 4, 2022. Kindly forward your resume by: Fax: 250-774-7260, E-mail: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca) or drop off at the Administration Building at 2026 Kennay Yah Road.

***We encourage FNFN members to apply and we accept resumes from all individuals meeting the minimum qualifications. Priority will be given to Indigenous youth as it aligns with our Fort Nelson First Nation Reaching for Our Vision initiatives, in compliance with governing legislation.***

*Starting Rate of \$15.65 per hour is for entry level (no experience); starting wage rate will differ (increase) for returning and/or experienced workers.*