



miskanawah
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Part-time Cultural Coordinator

Location: Calgary, AB
Position Type: Part-time (20-25 hours per week)
Hours: Monday – Friday
Program: Resource Bank Team

Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions, and evidence-based practices in human services, to support vulnerable children, youth and families.

The part-time Cultural Coordinator will focus on planning and organizing cultural events, managing digital resources, and providing essential administrative support for our Resource Bank Team. This role will play a key role in ensuring that cultural events and programs are effectively managed and that resources are accessible for the urban Indigenous community in Calgary.

Responsibilities:

- Coordinate cultural events, including scheduling, venue arrangements, and follow-up communications.
- Provide administrative support, including data entry, record-keeping, and reporting.
- Update and manage the Resource Bank's digital platform to ensure easy access to cultural resources.
- Troubleshoot minor technical issues and provide support for virtual events, webinars, or online resource-sharing.
- Support the preparation of reports, presentations, and documentation for the Resource Bank Team.
- Perform other related duties as assigned.

Skills and experiences:

- Experience in event planning, administration, or coordination roles.



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- Proficiency in technology, including database management and event planning tools.
- Strong communication and organizational skills.
- Ability to work both independently and as part of a team.
- Flexibility and adaptability in a dynamic environment.
- Sensitivity to Indigenous cultural protocols and community needs.
- Ability to take initiative
- Ability to work individually as well as part of a team
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment

Requirements:

- Diploma or degree in a relevant field (or equivalent experience).
- Knowledge of Indigenous cultures and traditions, especially in Treaty 7 territory.
- Criminal Record and Vulnerable Sector Check.
- Proficiency with digital tools for event planning and community engagement.
- Access to reliable transportation for event support as required.

We offer the opportunity to be part of a creative and positive work environment, supports for professional development, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to careers@miskanawah.ca by and reference "Part-time Cultural Coordinator" in the subject line. We thank all interested applicants, however, only those selected for interview will be contacted.