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POSITION

Cultural Programs Manager

Program: Cultural Services

Reports to: CEO

Location: Calgary, AB

Position Type: Full-Time, Maternity Leave Coverage (6 months: June 16th – December 15th, 2024)

Hours: Monday to Friday (37.5 hours/week)

Miskanawah (meaning, 'many little paths' in Cree) is an Indigenous-led organization offering supportive services grounded in cultural traditions and teachings, and we believe children, youth and families thrive in a culturally responsive community.

Job Summary

The Program Manager is responsible for managing, supervising, monitoring and overseeing the day-to-day operations of the Cultural Programs at Miskanawah. Miskanawah's cultural programs and services offer a culturally grounded approach to promote well-being for agency staff, community members and persons served.

Core Competencies

- Cultural Sensitivity
- Client Focus
- Adaptability
- Communication
- Resourcefulness
- Teamwork
- Budget Management

Job Duties

- Determine staffing requirements and oversee the hiring, training, management and direct supervision of Circle Keepers, Youth Lodge Keepers, and the Indigenous Mental Health Lead
- Coordinate and organize responsibilities through the Cultural Team, invoicing and payment schedule, and the development of consistent Elder practices across Miskanawah
- Manage, supervise and coordinate all Land Development activities
- Manage, supervise and coordinate all Healing Lodge activities
- Ongoing leadership support and involvement with Miskanawah's Executive Leadership Team



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- Coordinate, purchase and harvest all cultural supplies, including tobacco, cloth and traditional medicines
- Lead documentation and reporting requirements for Miskanawah's Cultural Programs
- Compile caseload statistics and prepare program and client reports
- Lead Accreditation support; policy development where applicable, ensuring compliance of agency policies and procedures with CAC standards
- Maintain positive relationships with other service providers, including but not limited to social workers, medical staff, corrections officers, and the RCMP
- Identify opportunities to enhance services, increasing positive outcomes for families
- Support the fiscal integrity of the programs
- Ensure that culture and practice frameworks are integrated into service delivery
- Support team curiosity, learning and engagement with Indigenous culture & ceremony
- Facilitate and promote connection with Circle Keepers, Knowledge Keepers & Elders
- Create and maintain a positive, supportive and healthy environment for staff and families
- Lead and support the ongoing development and implementation of the Indigenous Evaluation Framework across programs and teams
- Participation and engagement with ceremony to enhance positive outcomes for persons served

Job Requirements

- Knowledge of and willingness to engage in Indigenous cultural traditions
- Promotion of Indigenous resiliency and wellbeing into service delivery
- Minimum of a degree in a human services field; master's degree preferred with cultural equivalencies considered
- Six or more years' experience working with vulnerable children, youth and families preferred
- A minimum of 3 years' experience in a supervisory/management position
- Strong leadership, interpersonal and communication skills (written and verbal)
- Strategic thinker with organizing, planning and analytical skills
- Passionate about engaging in outcomes evaluation and ongoing quality improvement
- Experience building partnerships and working collaboratively to meet shared objectives
- Strong ability to make sense of complex and sometimes contradictory information to effectively solve problems
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check
- Valid First Aid or CPR certification
- Suicide Awareness Training



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- Crisis Intervention Training
- Self-Harm Training
- Quality Improvement and Outcomes Training
- Indigenous Awareness Training
- Diversity Training

Work Conditions

- Interaction with clients, employees, management, and the public at large
- Interaction with others under varying circumstances-including situations of a highly sensitive nature
- Attendance and participation in training
- Intermittent physical activity including walking, standing, sitting, and lifting
- Occasional overtime
- Working in a busy environment with frequent interruptions
- Flexible hours, including nights, weekends, and holidays

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, 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 and reference “**Cultural Programs Manager**” in the the subject line. We thank all applicants, however, only those selected for interview will be contacted.