



miskanawah

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CULTURAL SERVICES COORDINATOR

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| Location: | 2335 - 30 th Avenue, NE |
| Position Type: | Full-time; Salaried |
| Hours: | 37.5 hours per week; Flexible hours, including evenings and weekends when required |
| Program: | Miskanawah Cultural Services |

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 Cultural Services Coordinator provides cultural leadership, supervision, and coordination of program delivery within the Whitehorn Family Connections project (permanent naming of site TBD), a 52-unit supportive housing program. This role works closely with families, staff, Elders, and Knowledge Keepers to ensure culturally grounded, responsive, and meaningful services are embedded in daily operations. The Cultural Services Coordinator supports the creation of Ethical Space between western and diverse Indigenous worldviews to foster a safe, respectful, and healing environment for families and staff.

Core Competencies:

- Cultural Leadership
- Client Focus
- Adaptability
- Communication
- Collaboration
- Teamwork

Responsibilities:

- Provide cultural leadership and guidance to staff and families within the Whitehorn Family Connections project
- Supervise, support, and mentor cultural services staff and contribute to a positive team environment
- Coordinate and oversee the delivery of culturally grounded programming within the housing site
- Work collaboratively with program staff to integrate culture into daily operations and service delivery
- Build and maintain relationships with Elders and Knowledge Keepers to support ceremonies, teachings, and cultural activities
- Plan, schedule, and support the delivery of ceremonies, cultural teachings, and land-based or community-based activities



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- Ensure cultural programming is accessible, inclusive, and responsive to the diverse needs of families
- Provide cultural teachings, guidance, and support to staff to strengthen culturally safe practice
- Support families in accessing culture as part of their healing and wellness journeys
- Coordinate honorariums, gifts, and logistics for Elders and Knowledge Keepers
- Communicate cultural programming opportunities clearly with staff and families through meetings, emails, and postings
- Document cultural services, participation, and outcomes in alignment with organizational requirements
- Ensure adherence to organizational policies, procedures, and cultural protocols
- Participate in hiring processes and support onboarding and training of cultural services staff
- Provide ongoing coaching, feedback, and performance support to team members
- Maintain strong working relationships with internal teams and external partners
- Respond to and support crisis situations in alignment with organizational policies and procedures
- Report critical incidents to immediate supervisor as required
- Engage in leadership meetings and contribute to program planning and continuous improvement
- Maintain current credentials and participate in ongoing professional development
- Perform other related duties as assigned

Requirements:

- Knowledge of and willingness to engage Indigenous cultural traditions
- Experience working with Indigenous people and communities
- Promotion of Indigenous resiliency and wellbeing into service delivery
- Willingness to engage with diverse Indigenous ceremonies and Elders/Knowledge Keepers
- Degree in a Human Services or related field; Cultural Equivalencies will be considered
- Minimum five (5) years of experience working with vulnerable children, youth and families
- Minimum three (3) years of leadership experience in a Human Services field
- Strong leadership, interpersonal and oral communication skills
- Strategic thinker with organizing, planning and analytical skills
- Passionate about learning and developing Indigenous parallels to Western knowledge systems
- Experience building partnerships and working collaboratively to meet shared objectives



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- 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 take initiative
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check

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 clarge@miskanawah.ca and reference "Cultural Services Coordinator" in the subject line. We thank all applicants, however, only those selected for interview will be contacted.