



Saskatchewan Indian Cultural Centre
POSITION DESCRIPTION

305-2555 Grasswood Rd. E.
Saskatoon, SK. S7T 0K1

Job Title:	CULTURAL ADVISOR	Reports to:	PRESIDENT
Job Classification	A240	Salary Range:	TBD

Job Summary:

The Cultural Advisor's primary responsibility is to provide senior management with advice and guidance on culture, custom and protocol. The Cultural Advisor is also responsible for coordinating activities involving ceremony, custom and protocols. The Cultural Advisor will play a central role in working with the Elders to ensure the proper coordination, handling and protocols are being met. The Advisor will maintain a list of Elders who may be called upon to provide knowledge, advice or guidance to the Centre and its management team. As a member of the Centre's core services the Advisor will also be required to provide administrative services; be a community resource; and work on special projects as requested.

Qualifications:

- Post-secondary education is an asset, Bachelor's degree would be preferred
- Experience in teaching in a post-secondary setting would be an asset
- Extensive knowledge of First Nations culture, customs, traditions, protocol, language and history
- Ability to speak a First Nations language is an asset
- Proven abilities in the coordination and management of cultural programs
- Valid Driver's license
- Must have the confidence, respect and approval of the elders and First Nations communities

Skills and Abilities:

- Extensive experience in providing executive support and assistance at a senior level and an ability to effectively organize meetings, travel, community visits, and special projects
- Possess strong communication, interpersonal and mentoring skills
- Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive and confidential matters
- Must be able to function in a computerized environment

All interested individuals should forward a cover letter clearly demonstrating how they meet the requirements of the position, a current resume and three letters of recommendations that address the qualifications no later than **June 8th, 2018 at 4:00 pm**. Fax all documents to 306-955-3577 or e-mail to hr@sicc.sk.ca.

Saskatchewan Indian Cultural Centre
Attention: Human Resources
305 – 2555 Grasswood Road East
Saskatoon, Sask. S7T 0K1

We sincerely thank all those candidates who apply for their interest; however, only those selected for an interview will be contacted.