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Job Title: Language and Culture Coordinator

Date: October 20, 2017

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The Saskatchewan Indigenous Cultural Centre (SICC) invites applications for the position of **Language and Culture Coordinator**. The SICC has served First Nations people since 1972. It was the first First Nations controlled educational institution serving the provincial level. The mission of the SICC is to protect, preserve and promote the cultures and languages of Saskatchewan First Nations people: Plains Cree, Swampy Cree, Woodland Cree, Dene, Saulteaux, Dakota, Nakoda and Lakota.

This position involves assisting SICC Culture Resource Management, Languages and Library departments with their museum, culture, and language activities. This will include working with various local event sites and businesses to coordinate events, projects and programs. The work must be done with the highest standards. Preference would be given to a candidate with some fluency in a First Nations language. The SICC believes that any undergraduate degree is suitable for this position. First and foremost, the candidate must also have a basic understanding that the SICC is a cultural institution and the candidate must be open to learning about all Saskatchewan First Nations Linguistic groups. Additionally, the candidate should have some administrative skills including:

- Basic technology skills with familiarity with Microsoft Office and its programs
- Basic communication skills including a friendly disposition, receiving and taking instruction sharing information and procedures
- Basic organizational ability including receiving several tasks at once and being able to prioritize the work, managing an electronic filing system, track incoming and outgoing correspondence and coordinate the flow of paperwork
- Basic written expression skills in standard written English and business English with emails and proofreading skills
- Basic time management skills to manage their own time, engaging the use of an electronic calendar, set meetings
- Basic technical oversight skills in operating business equipment
- Basic problem-solving skills with changing schedules and unexpected obligations

Eligibility criteria for BCH interns:

- Canadian citizen or a permanent resident, or have refugee status in Canada; Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.
- Legally entitled to work in Canada;
- Between 16 and 30 years of age at the start of employment;
- Willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week\*\*) while employed with YCW;
- Unemployed or underemployed college or university graduate, that is, not employed full-time;
- Recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- Not receiving Employment Insurance (EI) benefits while employed with YCW;
- Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

Saskatchewan Indigenous Cultural Centre  
305-2555 Grasswood Road East  
Saskatoon, SK S7T 0K1

## How to Apply

A complete application consists of:

1. A letter of interest addressing the qualifications for the position
2. A current resume or curriculum vitae
3. The names and contact information of three professional references

Please send your documentation to:

Saskatchewan Indigenous Cultural Centre  
305 -2555 Grasswood Road East  
Saskatoon, SK S7T 0K1

Or Email to: [hr@sicc.sk.ca](mailto:hr@sicc.sk.ca).

Applications should be submitted by November 10, 2017.