



Job Title: DIRECTOR OF PROGRAMS

Date: September 30, 2020 – New Position

The Saskatchewan Indigenous Cultural Centre (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 the First Nations peoples of Saskatchewan: Plains Cree, Swampy Cree, Woodlands Cree, Dene, Saulteaux, Dakota, Nakota and Lakota.

The Saskatchewan Indigenous Cultural Centre (SICC) invites applications for the position of Director of Programs. This is an exciting new position created for the overall management of the Languages department, Cultural Resource Management department and Library Services.

Reporting to the President, the Director of Programs is part of the senior management team, contributing to the goals and objectives of the SICC: to provide a First Nations resource base for bands and school systems to draw upon so that First Nations children may accurately inherit the values and traditions of their ancestry; to advocate the preservation of First Nations' languages, cultures, traditional arts and history; to assist in developing traditional and contemporary cultural skills of First Nations.

The Director is responsible for the overall management of the Languages Department, the Cultural Resource Management Department and Library Services. The Languages Department is responsible for the design, development and evaluation of language resources for use in First Nations, schools, institutions, training and professional development. This includes the coordination and support at all levels of language resource material development. The Cultural Resource Department is responsible for the planning, organizing, directing and overall responsibility of the management of cultural resources on behalf of the Centre. The Library Services provides a wide variety of professional library duties in support of the Centre's Library. This includes public information, circulation, technical services, programming, library technology, and outreach, as well as, the use and maintenance of the library facility. The Director is responsible for the supervisory, administrative and budgetary duties related to the overall administration of these program services.

Qualifications:

- Ability to speak one of Saskatchewan's First Nation language
- Bachelor Degree in Education or four-year university undergraduate bachelor degree and 5 years of experience
- Advanced report and proposal writing skills
- Knowledge of First Nations government and non-First Nations governments, programs, and policies related to the Saskatchewan Indigenous Cultural Centre's mandate
- Knowledge and understanding of First Nations culture, customs, and history
- Experience with financial reporting and program budgets
- Extensive knowledge of First Nations communities, traditions and cultural protocols
- Experience in management and supervision
- Knowledge about treatment philosophy, methods, practices and protocols for the handling, keeping and management of cultural resources

Knowledge, Skills and Abilities:

- Knowledge of legislation, regulations and practice standards pertaining to pre K-adult education as well as on and off reserve education
- Knowledge of the Saskatchewan education system, the roles of provincial government, various ministries, education partners, school boards and schools
- Understands community development principles and practices (planning, participatory methods, building trust, collaboration, inspiring, insightful, and articulating collective impacts).
- Familiar with copyright regulations in curriculum
- Basic project management skills to ensure projects are effectively planned, timelines and milestones are met and obstacles are identified and addressed
- Strong research and analytical skills
- Strong writing and editing skills
- Ability to develop and maintain effective working relationships with groups and individuals with diverse or competing interests or perspectives
- Ability to work effectively with various levels of community resource people (community leaders, elders, knowledge and language keepers, teachers and staff)
- Ability to plan, prepare and deliver training to, and obtain feedback from, potentially unreceptive or critical audiences
- Ability and willingness to travel (holds a valid Saskatchewan Drivers' License and owns a reliable vehicle)

Salary is currently under review.

For a copy of the full job description call 306-244-1146 or email hr@sicc.sk.ca.

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.

Application should be submitted by October 14, 2020; however position will remain open until filled.